

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 1st December 2021 at 9.00 am in Council Offices, Langley Road, Abbots Langley WD5 0EJ.

Those present:

Chairman: Councillor Stephen Giles-Medhurst

Councillors: Councillor Liz Burns
Councillor Jane Lay
Councillor David Major

Officers: Isabel Montesdeoca - Chief Officer & Clerk to the Council

The meeting opened at 8:56 am.

244. Apologies for absence

Apologies were received, accepted and recorded from Cllr Ruth Clark and Cllr Fran Deschampsneufs.

245. Declarations of Interest

None

246. Public Participation

No members of the public had expressed an interest in addressing the committee.

247. Minutes of the Meeting

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and RESOLVED that the minutes of the meeting held on 12th May 2021, copies of which had been sent to all members of the Parish Council prior to the meeting, be taken as read and were signed by the Chairman as a correct record.

248. Committee Meeting

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Liz Burns and RESOLVED that the committee hold an additional meeting on Wednesday 12th January 2022 at 9:00am.

249. Exclusion of the Press and Public (Part II)

It was proposed by Councillor Stephen Giles-Medhurst and seconded by Councillor Jane Lay and RESOLVED that as the following matters related to the terms and conditions of members of staff, the press and public be excluded from the discussion, under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, ss100.

250. Council and Administration Officer Role

Members noted the Clerk's report.

The committee unanimously agreed to the proposed revisions to the Council and Administration Officer role and proposed revisions to the Abbots Langley Parish Council Delegation of Responsibility - Officer Staff and Recruitment policy.

251. Manor House Caretaker and Facilities Assistant Role

Members noted the Clerk's report.

The committee unanimously agreed to the proposed revisions to the Manor House Caretaker role to take effect on a date to be confirmed in January.

252. Grounds Apprentice Role

Members noted the Clerk's report.

The committee unanimously agreed to the principle of a Grounds Summer Staff role subject to clarification of the period of cover and job description to be agreed

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at the next Staffing Committee.

253. URGENT BUSINESS ITEM NOT ON THE AGENDA: Staffing Matters

It was proposed by Councillor Stephen Giles-Medhurst and seconded by Councillor Jane Lay and RESOLVED that this urgent business be added to the agenda under Exclusion of the Press and Public. The Reason for Urgency is that a decision could be delayed until the next planned Staffing Committee which would be in 2022 and staff needed to be informed of this decision before then.

The committee unanimously agreed to award Abbots Langley Parish Council staff a £25 gift voucher and an additional one-off day of leave to be taken anytime between Jan 2022 and March 2023 in recognition of their work during the pandemic.

The meeting closed at 9.30 am.

Signed: _____

Dated: _____