

## Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 12<sup>th</sup> January 2022 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 9:00 am.

312. Apologies for absence

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

313. Declarations of Interest

None

314. Public Participation

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

315. 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 1<sup>st</sup> December 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.

316. Leisure & Council Administration Officer Role

(Referred from December 2021 Staffing Committee, min 250)

The committee unanimously agreed the proposed job description and person specification for the role above subject to the correction of the Chief Officer & Clerk's title.

317. Planning & Highways Officer Role

(Referred from December 2021 Staffing Committee, min 250)

The committee unanimously agreed the proposed job description and person specification for the role above subject to advice from the Council's HR Advisor on the final job title, addition of the duty to liaise with and advise members of the Parish on pursuing Highways queries, and the correction of the Chief Officer & Clerk's title.

318. Summer Grounds Person Role

(Referred from December 2021 Staffing Committee, min 252)

Members requested the Chief Officer & Clerk take advice from the Council's HR Advisor on the wording of the special conditions related to driving licenses and a move of the GCSE education requirements from essential to desirable attributes to encourage more applicants to apply. Members also requested the employment period be restated as a 'six-month period' to allow for greater flexibility.

Members requested a revised draft be circulated to Staffing Committee members via email for final approval.

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319. Delegation of Responsibility - Officer & Staff Recruitment  
It was proposed by Councillor Liz Burns, seconded by Councillor Stephen Giles-Medhurst and RESOLVED that the above be adopted subject to correction of the Chief Officer & Clerk's title, and final update of the job title for the Planning & Highways Officer role.
320. Bereavement Policy  
Members agreed the need to establish a bereavement policy, reviewed an initial draft, and requested the Chief Officer & Clerk clarify wording relating to approvals in section 2.4 Compassionate Leave, 5.0 Health and Safety, and 7.0 Bereavement Leave - Chief Officer & Clerk. Members also noted the need for correction of the Chief Officer & Clerk's title.  
  
Members requested a revised draft be circulated to Staffing Committee members via email for final approval, and recommended this policy be referred to Parish Council once approved.
321. Complaints Policy  
(Referred from July 2021 Parish Council, min 90)  
  
Members reviewed updates to the above policy, and requested the Chief Officer & Clerk clarify wording relating to handling of complaints about the Chief Officer & Clerk (sections 2.2 and 3.2), referral of a formal complaint to the Review Panel (section 3.2), the procedure for calling a meeting of the Review Panel (section 4.0), and reporting of the Review Panel decision to Parish Council (section 4.0, item 5). Members also noted the need for correction of the Chief Officer & Clerk's title.  
  
Members requested a revised draft be circulated to Staffing Committee members via email for final approval, and recommended this policy be referred to Parish Council once approved.
322. Urgent Business  
  
A motion to vary the order of business on the grounds of urgency was proposed by Councillor Jane Lay and unanimously agreed.  
  
Members requested Officers review the current provision of branded shirts for Manor House event staff.
323. 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, s100.
324. Staffing Matters
- i. Manor House Caretaker Role  
(Referred from December 2021 Staffing Committee, min 251)  
  
The committee unanimously agreed to the proposed job description and person specification for the role of Manor House Caretaker and Facilities Assistant subject to the addition of any duties related to Manor House patio area. Start date for the role to be confirmed at the March Staffing Committee meeting.
  - ii. Personal Development  
Members noted the report from the Works Team Manager.

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The meeting closed at 10:42 am.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_