

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

2nd September 2022.

To Members of the Staffing Committee

Councillors Liz Burns, Stephen Giles-Medhurst (Chairman), Jane Lay, David Major, Robin Powell, and John Swallow.

The next meeting of the Staffing Committee will be held at the above address on Wednesday 7th September 2022 at 9:00 am, when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Isabel Montesdeoca

Chief Officer & Clerk to the Council

AGENDA

1. Apologies for Absence
To receive and accept apologies for absence.
2. Declarations of Interest
To receive declarations of interest in items on the agenda.
3. Public Participation
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
4. To confirm the Minutes of the Meeting held on 15th June 2022 (Enclosed^[1]).
5. Disciplinary Procedure
(*Staffing Committee June 2022 min 52*)
To consider an update of the above procedure currently contained within the ALPC Staff Handbook (ALPC Disciplinary Procedure, section 4.15 extract from ALPC Staff Handbook v1.12 enclosed^[1]).
6. Personal Alert Tracking Procedure
(*Staffing Committee June 2022 min 47*)
To consider the above draft procedure relating to the use of personal alert tracking devices by staff who regularly work alone (Personal Alert Tracking Procedure v1.1 enclosed^[1]).
7. Annual Leave Allowance
To note an update from Chief Officer & Clerk (Chief Officer & Clerk's report 1).
8. Recruitment Update
To note updates on recruitment efforts (Chief Officer & Clerk's report 2).
9. Committee Terms of Reference
To consider the above and determine if any changes are needed. (Staffing Committee Terms of Reference v4.02 enclosed^[1])
10. Exclusion of the Press and Public (Part II)
As following items will consider confidential matters relating to ALPC staff members a resolution to exclude the press and public may be required, under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100.

11. Role Grading

To note an update from Chief Officer & Clerk (Chief Officer & Clerk's report PII 1).

[1] *Committee members only, others on request.*

[https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared documents/alpc meetings/alpc meetings 2022-2023/staffing committee/alpc-staffing-agenda-2022-09.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202022-2023/staffing%20committee/alpc-staffing-agenda-2022-09.docx)

Abbots Langley Parish Council
Chief Office & Clerk's Report - Staffing - September 2022

1. Annual Leave Allowance

In 2020 during the pandemic, the NJC Pay and Benefits agreement increased the minimum annual leave from 21 days to 22 days. This change currently only affects 2 ALPC Staff that have worked for the Council for less than 5 years and are on less than 25 days of annual leave.

Due to the pandemic, contract amendment letters were not issued at the time. I plan to issue contract amendment letters to the affected two employees as part of this year's NJC pay agreement decision communication. I will add any back-due leave (calculated at 0.5 days) to this year's annual leave allowance.

2. Recruitment Update

- Leisure and Council Administration Officer - The new Leisure and Council Administration Officer will start work on 12th September 2022.
- Planning & Highways Administrative Officer - The window for applications for the role of Planning & Highways Administrative Officer has now closed and we are currently progressing one candidate through the interview stages.
- Groundsperson - One of our Groundsmen has unfortunately resigned. His last day was in July. The vacancy was posted and CVs were reviewed as per our recruitment procedures for this role. The role was offered to the Summer Groundsperson and he has now accepted the permanent role. As the Summer Groundsperson contract was due to end at the end of September, we will not seek to recruit a replacement for that role until next year for the April - September 2023 6-month period.
- Manor House Caretaker - The Manor House Caretaker has unfortunately resigned. His last day is in early September. I will be posting the vacancy shortly. As part of this role, however, I propose we consider increasing the number of hours worked by the Caretaker to cover the daily cleaning (Mon - Sun) of the public toilets at Manor House. The Facilities Manager estimates cleaning of the external toilets would take no more than 1 hr per day taking the total number of hours per week for the Caretaker role from 25 to 32. This would cost us an additional ~£335 per month in wages, pension contributions, and NI but save us ~£640 in monthly fees paid currently paid to our external cleaners.

Isabel Montesdeoca

Clerk to the Council

2nd September 2022