

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 15th June 2022 at 9.00 am in Council Offices, Langley Road, Abbots Langley WD5 0EJ.

Those present:

Chairman: Councillor Robin Powell

Councillors: Councillor David Major
Councillor John Swallow

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

The meeting opened at 9:00 am.

40. Appointment of Meeting Chairman

In the absence of the Chairman of the Committee, it was proposed by Councillor David Major, seconded by Councillor John Swallow and RESOLVED that Councillor Robin Powell be appointed Chairman of the meeting.

41. Apologies for absence

Apologies were received, accepted and recorded from Cllr Jane Lay, Cllr Liz Burns, Cllr Stephen Giles-Medhurst (all unavailable).

42. Declarations of Interest

None

43. Public Participation

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

44. Election of the Vice Chairman

It was proposed by Councillor Robin Powell, seconded by Councillor John Swallow and RESOLVED that Councillor Liz Burns be elected Vice-Chairman for the municipal year 2022-2023.

No other nominations were forthcoming. A vote was requested, all members present were in agreement.

45. Minutes of the Meeting

It was proposed by Councillor David Major, seconded by Councillor Robin Powell and RESOLVED that the minutes of the meeting held on 12th January 2022, 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.

46. 2021-2022 Pay Awards & 2022-2023 Pay Negotiations

Members noted Chief Officer & Clerk's update on the above.

47. Personal Alert Trackers

(Leisure Committee 17 June 2020, min 45; referred from Staffing Committee June 2020 min 34)

It was proposed by Councillor David Major, seconded by Councillor John Swallow and RESOLVED that the motion previously proposed, seconded, and resolved at Leisure Committee on 17th June 2020 min 45 to enter into an initial three-year contract for seven Personal Alert Trackers for the Works Team and Community Warden be amended to add to it additional Personal Alert Trackers for the Facilities staff, Office staff, and bar staff. A vote was requested, all members present were in agreement.

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Members instructed the Chief Officer & Clerk to draft a policy for the use of Personal Alert Trackers by staff and bring this to the next meeting of this committee.

48. Lone Working Policy

It was proposed by Councillor Robin Powell, seconded by Councillor John Swallow and RESOLVED that the council adopt the above policy with the following changes:

- i. Creation of a new section covering handling of Emergency Contact Details
- ii. Removal of detail within section 7.0, subsections a to e, retaining only the titles as examples of ways in which lone working risks can be reduced.

49. Recruitment Update

Members noted Chief Officer & Clerk's update on the above.

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

It was proposed by Councillor Robin Powell and seconded by Councillor John Swallow and RESOLVED that as the following matters related to ALPC 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.

51. Employment Contract Review

Members noted Chief Officer & Clerk's update on the above.

52. Disciplinary & Grievance Procedures

Members noted Chief Officer & Clerk's update on the above.

53. Leave of Absence

It was proposed by Councillor Robin Powell and seconded by Councillor John Swallow and RESOLVED that the Chief Officer & Clerk may, at her discretion, approve up to a maximum of one week unpaid leave of absence if required by the member of staff as permitted under the council's compassionate leave policy (ALPC Bereavement Policy v2.0, section 2.4 Compassionate Leave).

The meeting closed at 10:22 am.

Signed: _____

Dated: _____