

## Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 7<sup>th</sup> September 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 (Vice)  
Councillor Jane Lay  
Councillor David Major

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

The meeting opened at 9:00 am.

149. Apologies for absence

Apologies were received, accepted and recorded from Cllr Robin Powell and Cllr John Swallow (both unavailable).

150. Declarations of Interest

None

151. Public Participation

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

152. Minutes of the Meeting

It was proposed by Councillor Liz Burns, seconded by Councillor David Major and RESOLVED that the minutes of the meeting held on 15<sup>th</sup> June 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.

153. Disciplinary Procedure

*(Staffing Committee June 2022 min 52)*

It was proposed by Councillor Liz Burns, seconded by Councillor Stephen Giles-Medhurst and RESOLVED that the Disciplinary procedure be approved with agreed amendments to Appendix 1 and Appendix 2 misconduct and gross misconduct bullet points, removal of the word 'normally' from section 5.2, and addition of the phrase 'verbal warning' to section 5.1.

The Chief Officer and Clerk will replace the current disciplinary procedure in the ALPC Staff Handbook v1.11c with this new procedure and distribute the updated handbook (v1.12) to all employees and councillors.

154. Personal Alert Tracking Procedure

*(Staffing Committee June 2022 min 47)*

It was proposed by Councillor Liz Burns, seconded by Councillor Stephen Giles-Medhurst and RESOLVED that the Personal Alert Tracking procedure be approved with the agreed amendments to section 5.3 to provide more detail on automatic fall detection function and section 5.12 to state only the Vice Chairman may sign in absentia of the Chief Officer & Clerk and Chairman.

The Chief Officer and Clerk will distribute the Lone Working Policy and the Personal Alert Tracking Procedure to all employees and schedule the appropriate training once the new devices have been received.

155. Annual Leave Allowance

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

156. Recruitment Update

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

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It was proposed by Councillor Liz Burns, seconded by Councillor Stephen Giles-Medhurst and RESOLVED that the Chief Officer & Clerk should amend the hours for the Manor House Caretaker's role from 25 hrs per week to 32 hrs per week.

157. Committee Terms of Reference

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and RESOLVED that the Committee's Terms of Reference be maintained with no changes required.

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

It was proposed by Councillor Stephen Giles-Medhurst and seconded by Councillor Liz Burns 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.

159. Role Grading

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

It was proposed by Councillor Stephen Giles-Medhurst and seconded by Councillor Liz Burns and RESOLVED that the Chief Officer & Clerk should revise the current grading for the Finance Officer & Deputy Clerk role in line with SLCC guidance and the Council's HR Advisor and back date any increase in salary and annual allowance to April 2022.

The meeting closed at 9:54 am.

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

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