

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 7th December 2022 at 9.00 am in Council Offices, Langley Road, Abbots Langley WD5 0EJ.

Those present:

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| Chairman: | Councillor Liz Burns |
| Councillors: | Councillor Jane Lay Councillor David Major Councillor John Swallow |
| Officers: | Isabel Montesdeoca - Chief Officer & Clerk to the Council |
| Not Present: | Councillor Stephen Giles-Medhurst Councillor Robin Powell |

The meeting opened at 9:02 am.

252. Apologies for absence

Apologies were received, accepted and recorded from Cllr Stephen Giles-Medhurst and Cllr Robin Powell (both unavailable).

253. Declarations of Interest

None

254. Public Participation

None

255. Minutes of the Meeting

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and RESOLVED that the minutes of the meeting held on 19th October 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.

256. Salary Review

a. 2022-2023 Pay Review

Members noted the Chief Officer & Clerk's report.

b. 2023-2024 Pay Review

Members noted the Chief Officer & Clerk's report.

c. Casual Staff Bank Holiday Rate

Members noted the Chief Officer & Clerk's report.

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and RESOLVED that the terms and conditions of staff on Casual Hours contracts be changed to include a Bank Holiday rate of 2x normal rate.

257. Staff Training & Development Policy

Members reviewed the draft policy and discussed the need for such a policy.

It was proposed by Councillor Liz Burns, seconded by Councillor John Swallow and RESOLVED that the draft ALPC Training & Development Policy be adopted with minor changes to section 4 (c & d) to reduce the period of time within which councillors will be offered training from 6 months to 3 months.

Members requested the Chief Officer & Clerk prepare a new Councillor welcome pack and induction schedule for discussion at the next meeting of this Committee in preparation for the ordinary elections in May 2023.

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Members congratulated the Chief Officer & Clerk for completing her CiLCA qualification in December 2022 and requested she share information on what the qualification covers with the full Council.

258. Recruitment Update

Members noted the Chief Officer & Clerk's report.

The meeting closed at 9:54 am.

Signed: _____

Dated: _____