

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

17th March 2023.

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 22nd March 2023 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 7th December 2022 (Enclosed^[1]).
5. Hertfordshire Pension Pooling Agreement
To approve continued participation in the Parish and Town Council Pool (*previously agreed Staffing Committee Apr 2016, min 435*)

(Hertfordshire Pension Correspondence Jan 2023, and Hertfordshire Parish and Town Councils Pooling Policy enclosed^[1]).
6. Casual Hours Contracts
To approve change in the legal requirement for calculation of holiday accrual on casual hours contracts (Revised Casual Worker contract draft enclosed^[1] with changes in blue).
7. New Councillors Welcome Pack
To consider the information to be included in the new members pack for use post the May 2023 election. (Enclosed^[1]).
8. CiLCA Qualification
To note CiLCA qualification by the Chief Officer & Clerk and approve scale point increase.
9. Recruitment
To note recruitment of new Groundsperson in Jan 2023 and recruitment for 6-month Summer Groundsperson position. (Summer Groundsperson Job Description and Person Specification enclosed^[1]).

10. Policy Reviews

To review the following ALPC policies related to Staffing matters:

- i. Bullying and Harassment Policy v1.3 (last reviewed Jun 2018)
- ii. Long Service Award Scheme v1.1 (last reviewed Dec 2016)

(Current policies enclosed^[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-2023-03.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202022-2023/staffing%20committee/alpc-staffing-agenda-2023-03.docx)