

Abbots Langley Parish Council

Minutes of the Staffing Committee Meeting held on Wednesday 22nd March 2023 at 9.00 am in Council Offices, Langley Road, Abbots Langley WD5 0EJ.

Those present:

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

The meeting opened at 9:00 am.

378. Apologies for absence

None.

379. Declarations of Interest

None.

380. Public Participation

None.

381. Minutes of the Meeting

It was proposed by Councillor Jane Lay, seconded by Councillor John Swallow and RESOLVED that the minutes of the meeting held on 7th December 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.

382. Hertfordshire Pension Pooling Agreement

The Council noted pension contribution payment values for the 2023-2026 period.

It was proposed by Councillor John Swallow, seconded by Councillor David Major and RESOLVED that the Council should continue to participate in the Parish and Town Council Pool.

383. Casual Contract Hours

Members noted a verbal update from the Chief Officer & Clerk regarding new information available on the legal requirements resulting in no immediate action being taken.

384. New Councillors Welcome Pack

Members noted the proposed new members pack. All members agreed the 'New Councillors Welcome Pack' should be produced with the following amendments and be distributed to newly elected members in the first instance at the election count on Friday, 5th May 2023.

- Item 1 - Ensure overview contains a summary for areas covered by each committee and a map of the parish. If available, include latest Census data for the Parish.
- Item 14 - Include Planning training offered by TRDC on the list of new Councillor training courses.
- Item 22 & 23 - Remove the word 'Optional'
- New Item - Add an in person meet and greet session just before Annual Parish Council Meeting on 17th May 2023.

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A vote was taken and the vote was unanimous.

385. CiLCA Qualification

Members noted the certificate of completion of the CiLCA qualification. Members congratulated the Chief Officer & Clerk on this accomplishment.

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Jane Lay and RESOLVED to approve a +1 scale point increase for the Chief Officer & Clerk as per the Chief Officer & Clerk's employment contract.

386. Recruitment

Members noted the posting of a vacancy for a Summer Grounds Person.

Members also noted a verbal update from the Chief Officer & Clerk regarding the recent resignation of a Works Team member and the subsequent additional posting of a permanent Grounds Person vacancy.

387. Policy Reviews

i. Bullying and Harassment Policy v1.3

Members reviewed the above policy and approved the following amendments:

- a. Para 2.1.1 - Removal of references to specific sections of the Grievance Policy; Removal of references to Appendix 2
- b. Para 2.2.1 - Removal of references to specific sections of the Grievance Policy; Removal of references to Appendix 2
- c. Para 2.2.2 - Replace 'Both Councils are' with 'The Council is'
- d. Para 6 - Clarify reference to 'Monitoring Officer' refers to the District Council's Monitoring Officer.

The amended version of the policy will be v1.4.

ii. Long Service Award Scheme v1.1

Members reviewed the above policy and agreed the following amendments:

- a. Para 3.2 - Increase of voucher values as follows: 20 years - £250, 30 years - £350, 40 years - £500.
- b. Para 4.1 - Change to state presentation of the award made be made by the Chair or Vice Chair to the Council, or in their absence by the Chief Officer & Clerk to the Council.

The amended version of the policy will be v1.2.

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Jane Lay and RESOLVED that the amended versions of these policies be adopted.

The meeting closed at 9:57 am.

Signed: _____

Dated: _____