

LONDON COLNEY PARISH COUNCIL
MINUTES OF THE HUMAN RESOURCES COMMITTEE HELD IN THE PARISH COUNCIL OFFICE AT
THE COMMUNITY CENTRE, CALEDON ROAD ON
MONDAY 20 MARCH 2017, COMMENCING AT 6.30pm.

Minute number	Detail	Action
	PRESENT: Cllrs K Gardner; H Pakenham; A Osborne; M MacMillan IN ATTENDANCE: L Thatcher, Locum Clerk	
1	DECLARATIONS OF INTEREST There were no declarations of interest	
2	APOLOGIES No apologies received.	
3	EXCLUSION OF PUBLIC Resolved; That the public now be excluded because of the confidential nature of the business being transacted.	
4	MINUTES of the HR Committee held on 28 February 2017 were read, approved and signed as a true record of that meeting.	
5	MATTERS ARISING from the minutes – a) Kitchen. Councillor MacMillan said that the Locum Clerk had spoken with Kyle Hammond and confirmed that he was willing to accept an extension to his Contract until 30 June 2017. He further confirmed that he was on occasions willing to ‘act up’ as Chef. Councillor MacMillan said that he would therefore like Kyle to act as Chef on one day each week. It was therefore AGREED that Councillor Gardener will formally approach both Kyle and Stephen to notify the proposed changes and that Stephen’s Contract be extended for a further 3 months on the basis of 1 day per week. b) Parish Clerk’s absence. The Locum Clerk advised that an advertisement had been placed on social	

	<p>media, the notice boards and with the Herts Advertiser and HAPTC, with a closing date of 31 March.</p> <p>Councillor MacMillan suggested contacting Colney Heath Parish Council to enquire whether the Locum Clerk used by them might be available.</p> <p>c) Appraisals. The Locum Clerk said that he had met with the Bar Manager to discuss his appraisal following 3 months in post and had started meeting other members of staff for their appraisals. So far, the Community Events Manager’s appraisal had been finalised and this was discussed by members. The Locum Clerk was asked to conduct appraisals with the Grounds Manager and the Grounds Manager will undertake those of the Groundsmen. Once the Groundsmen’s appraisals are complete then this committee will consider the duties of their posts and determine whether any differential between the two posts should be applied.</p>									
<p>6</p>	<p>STAFFING MATTERS</p> <p>a) To Review Salaries and Gradings of Posts.</p> <p>The Locum Clerk explained that, as all Contracts issued to office and grounds staff referred to the NJC conditions as being applicable, pay awards negotiated by the NJC should be applied to the posts. Due to an oversight, this had not happened and some staff had been underpaid. Similarly, It was AGREED that the underpayments, listed below, be paid. It was further AGREED that to simplify future awarding of cost of living increases, staff be assimilated into the NJC pay scales at the appropriate point and, where this does not coincide with a SCP the point below be paid and the balance made up until such time as the SCP exceeds the present rate of pay. The SCPs applicable from 1 April 2017 are shown below.</p> <p>Lump Sum Payments to correct underpayments prior to 1 April 2017 –</p> <p>Parish Clerk (includes two missed increments) SCP 39 arrears due £2810</p> <table data-bbox="467 1751 1154 1902"> <tr> <td>Grounds Manager SCP32</td> <td>arrears due £235.20</td> </tr> <tr> <td>Bookkeeper SCP28</td> <td>arrears due £182.05</td> </tr> <tr> <td>Community Manager SCP20</td> <td>arrears due £238.87</td> </tr> <tr> <td>Admin Assistant SCP10</td> <td>no arrears due.</td> </tr> </table>	Grounds Manager SCP32	arrears due £235.20	Bookkeeper SCP28	arrears due £182.05	Community Manager SCP20	arrears due £238.87	Admin Assistant SCP10	no arrears due.	
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	<p>Groundsmen SCP21 agreed w.e.f. 1 April 2017 rising to SCP23 on 1 April 2018.</p> <p>Lump sum one-off payments of £150 due Dec 2014 and not paid, so arrears are identified as £150 but could prove to be more, once old documents examined.</p> <p>b) It was further agreed that, during the sickness absence of the Parish Clerk, the second keyholder be M Burge and that he should be paid £25 on the occasion of any call-out.</p>	
7	<p>Date of next meeting</p> <p>The next meeting will be held in the Parish Council office on Monday 3 April 2017, commencing at 6.30pm.</p>	
6	<p>Close</p> <p>The chairman closed the meeting at 9 pm.</p>	