

LONDON COLNEY PARISH COUNCIL
MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING HELD IN THE PARISH
COUNCIL OFFICE AT THE COMMUNITY CENTRE, CALEDON RD ON WEDNESDAY 24
AUGUST 2016, 18.30hr

MINUTE NO.	DETAIL	ACTION
	<p>PRESENT. Councillors K Gardner (in the Chair), M MacMillan, H Pakenham, A.Osborne</p> <p>IN ATTENDANCE Irene Casper, Clerk</p>	
1	<p>DECLARATIONS OF INTEREST None declared, it was agreed that any declarations of interest would be taken as they arise throughout the meeting.</p>	
2	<p>APOLOGIES Apologies for absence were received and accepted from Councillor J Quagliozi</p>	
3	<p>MINUTES The minutes of the Human Resources Committee of 27 July 2016 which had been previously circulated were approved and signed by the Chairman as a true record of that meeting.</p>	
4	<p>MATTERS ARISING It was agreed to take any matters arising during the meeting.</p>	
5.	<p>Staff Appraisals</p> <p>a) Groundstaff The Clerk circulated the reports of the appraisals of the two groundstaff which took place on 19th and 24th August. The reports were noted.</p> <p>b) Admin Assistant</p>	

	<p>The Clerk circulated a report of the appraisal which took place on 22 August The report was noted</p> <p>c) Assistant to the Events and Community Manager The Clerk circulated a report of the appraisal which took place on 22 August. The report was noted.</p>	
6.	<p>Assistant to the Events and Community Manager</p> <p>The position of Events and Community Manager is vacant due to the early retirement of a member of staff.</p> <p>It was agreed to advertise for an Events and Community Manager.</p> <p>It was agreed to initially advertise the position internally for a period of 5 days from 30th August. If no candidates come forward the post will then be advertised externally.</p> <p>Members reviewed a draft job description. It was agreed that members would have a few days to consider any possible amendments to the job description and send a response to the Clerk by the 30th August.</p>	
7.	<p>RESOLVED to exclude the Press and public from the meeting in accordance with ss100 and 102 of the Local Government Act 1972.</p>	
8	<p>STAFFING ISSUES</p> <p>Current staffing matters were discussed.</p> <p>It was noted that two candidates have completed the Personal License course.</p> <p>It was agreed to advertise for a part time chef. It was agreed to advertise this position in the local newspaper in addition to our normal advertising outlets (eg web site, noticeboards etc) and this item is to be put to the Finance Committee for approval of expenditure of up to £800.</p>	
9	<p>NEXT MEETING</p>	

	Wednesday 28 September 2016, 6.30pm.	
10	CLOSE There being no further business, the meeting closed at 7.55hr	

Chairman