

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
FEBRUARY 2016, 18.30hr

MINUTE NO.	DETAIL	ACTION
	<p>PRESENT. Councillors K Gardner (in the Chair), J Hopkins, M MacMillan</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 H Pakenham</p>	
3	<p>MINUTES The minutes of the Human Resources Committee of 27 January 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 VACANCIES</p> <p>a) Update on bar managers post No applications have been received to date. It was agreed to increase the weekly hours to 16 per week for a bar manager / bar person and re-advertise the position for three weeks</p> <p>b) Update on caretaker post</p>	

	<p>Members reviewed three applications which had been received.</p> <p>Proposed and resolved to recommend to Full Council</p> <p>a) That the vacant positions of Bar Manager / bar person is re-advertised for three weeks. The hours to increase to 16 per week.</p> <p>b) The Clerk is to interview the three applicants for the position of caretaker.</p>	CLERK
6.	<p>Staff Appraisals</p> <p>a) Staff Appraisals A calendar of staff appraisals was circulated and noted.</p> <p>b) Clerks Appraisal Chairman and Chairman of the Council will agree a date with the Clerk for her annual appraisal.</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>	
9	<p>STAFFING ISSUES</p> <p>Current staffing matters were discussed.</p> <p>Following an issue that had occurred at a function on Saturday evening it was confirmed that no bar staff should eat food or drink alcohol whilst on duty.</p> <p>Members received an update on staff with long term sickness.</p> <p>It was noted to refer members to Item 44b) of Standing Orders which states that if a member requests the inclusion of an agenda item but is not present at the meeting the item will be treated as withdrawn and shall not be moved without fresh notice</p> <p>It was agreed that in principle the Clerk of the Council is the person who decides on the disposal of food waste from the kitchen.</p>	
10	<p>NEXT MEETING</p> <p>Wednesday 30 March 2016, 6.30pm.</p>	

11	CLOSE There being no further business, the meeting closed at 8.05hr	

Chairman