

**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 27**  
**JANUARY 2016, 18.30hr**

| MINUTE NO. | DETAIL  | ACTION       |
|------------|---|--------------|
|            | <p><b>PRESENT.</b><br/>Councillors K Gardner (in the Chair), J Hopkins, H Pakenham, M MacMillan</p> <p><b>IN ATTENDANCE</b><br/>Irene Casper, Clerk</p>   |              |
| 1          | <p><b>DECLARATIONS OF INTEREST</b><br/>None declared, it was agreed that any declarations of interest would be taken as they arise throughout the meeting.</p>  |              |
| 2          | <p><b>APOLOGIES</b><br/>None</p>  |              |
| 3          | <p><b>MINUTES</b><br/>The minutes of the Human Resources Committee of 18 November 2015 which had been previously circulated were approved and signed by the Chairman as a true record of that meeting.</p>  |              |
| 4          | <p><b>MATTERS ARISING</b></p> <p>Kitchen – Redecoration has started on the caretaker’s room and new shelves have been erected in the store room. Councillors Pakenham and Hopkins will assist in the sorting of the cupboards under the supervision of the Clerk.</p> <p>The boxes of glasses in the cellar will be re organized and in future a new freezer or chiller may be purchased.</p> |              |
| 5.         | <p><b>STAFF VACANCIES</b></p> <p>a) Update on bar managers post</p>   | <b>CLERK</b> |

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|           | <p>It was agreed to update and re-issue the job advertisement with a three week deadline.</p> <p>b) Update on caretaker post<br/>It was agreed to update and re-issue the job advertisement with a three week deadline.</p> <p><b>Proposed and resolved to recommend to Full Council That the vacant positions of Bar Manager and caretaker are re-advertised for three weeks</b></p>        | <b>CLERK</b> |
| <b>6.</b> | <p><b>Staff Appraisals</b></p> <p>a) To receive a report on the progress of staff appraisals. The Clerk updated members on staff appraisals. It was <b>agreed</b> to have a calendar of staff appraisals for the next meeting.</p> <p>b) Clerks Appraisal<br/>It was <b>agreed</b> that the Clerk circulates dates to the Chairman and Chairman of the Council for her annual appraisal.</p> |              |
| <b>7.</b> | <p><b>Staffing Matters</b></p> <p>a) Temporary admin position<br/><b>Proposed and resolved to recommend to Full Council that this becomes a permanent position.</b></p> <p>b) Temporary Assistant to the Events and Community Manager<br/><b>It was agreed to take this item in part two.</b></p>  |              |
| <b>8.</b> | <p><b>RESOLVED</b> to exclude the Press and public from the meeting in accordance with ss100 and 102 of the Local Government Act 1972.</p>   |              |
| <b>9</b>  | <p><b>STAFFING ISSUES</b></p> <p>Current staffing matters were discussed.</p>  |              |

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|           | <p>Members <b>agreed</b> a recommendation regarding the positions which are on long term sickness, which will be put before Full Council at its meeting on 5 February 2016.</p> <p>It was <b>agreed</b> that the Clerk has a meeting with the Chef.</p> |  |
| <b>10</b> | <p><b>NEXT MEETING</b></p> <p>Wednesday 24 February 2016, 6.30pm.</p>   |  |
| <b>11</b> | <p><b>CLOSE</b></p> <p>There being no further business, the meeting closed at 8.12hr</p>  |  |

**Chairman** .....