

**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**  
**JULY 2016, 18.30hr**

MINUTE NO.	DETAIL	ACTION
	<p><b>PRESENT.</b>            Councillors K Gardner (in the Chair), M MacMillan, H Pakenham, A.Osborne</p> <p><b>IN ATTENDANCE</b>            Irene Casper, Clerk</p>	
1	<p><b>DECLARATIONS OF INTEREST</b>            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>            Apologies for absence were received and accepted from Councillor J Quagliozi</p>	
3	<p><b>MINUTES</b>            The minutes of the Human Resources Committee of 24 February 2016 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>            It was agreed to take any matters arising during the meeting.</p>	
6.	<p><b>Staff Appraisals</b></p> <p>a) Bookkeeper            The Clerk circulated a report of the appraisal which took place on 1 June 2016.            The report was noted.</p> <p>b) Grounds Maintenance Manager</p>	

	<p>The Clerk circulated a report of the appraisal which took place on 2 June 2016. The report was noted</p> <p>Ground staff and office staff appraisals will take place within the next month and be reported to members at the next committee meeting.</p>	
7.	<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>	
8	<p><b>STAFFING ISSUES</b></p> <p>Current staffing matters were discussed.</p> <p>Details of kitchen staffing were discussed and actions agreed.</p> <p>Staffing of the bar was discussed and actions approved.</p> <p>It was agreed to put 'Assistant to the Community Manager' on the agenda at the next meeting. Clerk to produce a job description including LC News.</p>	
9	<p><b>NEXT MEETING</b></p> <p>Wednesday 24 August 2016, 6.30pm.</p>	
10	<p><b>CLOSE</b></p> <p>There being no further business, the meeting closed at 7.55hr</p>	

Chairman .....