



London Colney Parish Council

To: Councillor H Pakenham (Chair), K Gardner, A Osbourne, C Flynn and J Quagliozzi

Cc: Councillor D Gordon, J Hopkins, N Mahony, M MacMillan

December 2017

You are hereby summoned to attend a **Human Resources Committee** meeting to be held on **Thursday 7 December 2017, 2pm** at the Caledon Community Centre, Caledon Road, London Colney.

Emma Payne
Clerk

AGENDA

1. **Apologies**
2. **Declaration of Interests**
 - a) In accordance with Section 27 of the Localism Act 2011, members to declare any Disclosable Pecuniary Interests in items on this agenda.
 - b) Clerk to report any written requests for dispensation in respect of items on this Agenda.
3. **Minutes**

To approve the notes of the meeting held on 25 September 2017 (attached).
4. **Confidential Items**

To resolve to exclude the Press and the public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.
- 4.1 **Staffing Matters**
 - a) Sick Leave of Chef
 - b) Maternity leave for Community & Events Manager
 - c) Clerk's Hours
 - d) Deputy Clerk
5. **Date of next meeting - 25 January 2018**

LONDON COLNEY PARISH COUNCIL

NOTES OF HUMAN RESOURCES WORKING PARTY MEETING 25 SEPTEMBER 2017, 2PM, CALEDON CENTRE

PRESENT: Councillors H Pakenham (Chair) and M MacMillan.

IN ATTENDANCE: E Payne, Clerk

As the meeting was not quorate, it continued as a Working Party with any resolutions requiring approval to be made to Council.

1. APOLOGIES

No apologies were received.

2. DECLARATIONS OF INTEREST

There were none received that had not already been noted.

3. NOTES FROM THE PREVIOUS MEETING

The notes from the previous meeting held on 22 August 2017 were received.

4. UPDATED STAFF STRUCTURE

Members received an updated staff structure for the Council. The contents were noted and it was noted that several of the job titles were in need of updating. It was **RESOLVED** to recommend to Council that:

- a) *The position of Administrative Assistant is retitled Administrative Officer*
- b) *The position of Charge Hand is retitled Groundsman*

5. RECRUITMENT OF KITCHEN STAFF

- 5.1 There were three applicants for the position of Kitchen Porter and interviews are to be arranged. Arrangements for temporary cover until the end of November 2017 are to be implemented.
- 5.2 There were no applications for the position of Assistant to the Cook. Clarification was sought for the basis of the role. It was confirmed that it was a permanent, part time position to assist the Cook but experience was not necessary and that training would be given. It was considered that seeking someone with experience was restricting suitable candidates for applying. The advertisement would be amended accordingly.

6. EXCLUSION OF MEMBERS OF PUBLIC

It was **RESOLVED** to exclude the Press and public from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the business to be discussed.