

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF HUMAN RESOURCES WORKING PARTY MEETING 31 JANUARY 2018, 3.30PM, NAPSBURY SPORTS PAVILION, PEGRUM WAY, LONDON COLNEY

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

**IN ATTENDANCE:** E Payne, Clerk

As the meeting was not quorate, it continued as a working party, with all recommendations to be ratified by Council on 2 March 2018.

#### 1. APOLOGIES

No apologies were received.

#### 2. DECLARATIONS OF INTEREST

Cllr Pakenham declared a non-pecuniary, person interest in item 8.4 as she is related to the Bar Manager. As the meeting was not quorate, this item will be referred to Council for resolution.

#### 3. MINUTES FROM THE PREVIOUS MEETING

The notes from the previous meeting held on 7 December 2017 were received and approved as an accurate record of the meeting.

#### 4. STAFF OVERTIME

- 4.1 Members received a report regarding staff overtime and TOIL. Members had raised concerns regarding staffing costs at certain Council organised events. Following a review of staff contracts of employment, it had been noted that only the Grounds Maintenance staff were eligible for paid overtime with all other staff accruing time off in lieu (TOIL).
- 4.2 Members noted which staff members were able to accrue TOIL and that the Grounds Maintenance Manager had suggested he would be willing not to be paid overtime but to have TOIL instead.
- 4.3 Members were advised that TOIL had to be managed by the employee's line manager to ensure that excessive TOIL was not accrued. There may be exceptional circumstances when the Clerk would recommend that overtime is paid to staff and recommended that this was agreed by the Clerk with the Chair of the HR committee or Chair of Council. It was **RESOLVED** to recommend to Council that:
- a) ***Overtime can be paid to staff in exceptional circumstances with the agreement of the Clerk and Chair of HR or Chair of Council.***
  - b) ***The Grounds Maintenance Manager's contract of employment is amended to reflect additional working hours to attract time off in lieu instead of paid overtime.***
  - c) ***A report on TOIL accrued will be reported to HR committee twice a year (September & March)***

## 5. RECRUITMENT

### 5.1 EVENTS OFFICER (MATERNITY COVER)

5.1.1 Members received a proposed advertisement, job description and person specification for this position. They were advised that the Community & Events Manager had not yet advised the Clerk of her expected leaving date to commence her maternity leave.

5.1.2 The job description was amended to reflect the food ordering for lunch club. As soon as the Clerk had been advised of the CEM's leaving date, the position will be advertised on the Council's notice boards, website, Twitter and job websites where it was free to advertise. Members expressed concern that the position had been hard to fill in the past but considered it was expensive to pay to advertise. If there is insufficient interest after two weeks, the Clerk will liaise with the Chair of HR to consider paid advertising. It was **RESOLVED** to recommend to Council that:

***An Events Officer will be recruited on a 12 month contract at a salary scale 4, scp 21 £20,138pa (18 hours per week) to cover for maternity leave.***

### 5.2 KITCHEN PORTER

5.2.1 Members were advised that this position is currently being advertised via the usual channels with an immediate start.

### 5.3 CHEF

5.3.1 Members were advised that Mr Szmolenski had tendered his resignation and under his contract of employment, his period of notice was 1 week. This means that his last day of employment would be Thursday 1 February.

5.3.2 Members received a proposed advertisement, job description and person specification for this position which was approved for circulation through the usual channels. Members considered the recommended pay scale and noted that it is line with market rates. It was **RESOLVED** to recommend to Council that:

***A part time Cook will be recruited on a permanent contract to cater for lunch club and other events on salary scale 3, scp £16 £17,419pa pro rata (12 hours per week).***

## 6. APPRAISALS

6.1 Members were advised that all employee appraisals will be completed by the end of February 2018 with a report being submitted on identified training needs for the next HR committee.

## 7. CONFIDENTIAL ITEMS

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.

## LONDON COLNEY PARISH COUNCIL

### NOTES OF HUMAN RESOURCES WORKING PARTY MEETING 31 JANUARY 2018, 7.00PM, NAPSBURY SPORTS PAVILION, PEGRUM WAY, LONDON COLNEY

#### 7. 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.

#### 8. STAFFING MATTERS

##### 8.1 CLERK'S SICK LEAVE AND RETURN TO WORK

8.1.1 Members were advised by the Chairman of the Council that he had met with the Clerk, Mrs Casper, who had indicated that she would like to return to work, on reduced hours, as part of phased return to work programme. She did not anticipate being able to return to work before 1 March 2018.

8.1.2 The Chairman of the Council will write to Mrs Casper outlining options for her phased return to work and would report her preferred option to a Council meeting for resolution.

##### 8.2 INTERIM CLERK

8.2.1 Mrs Payne has a contract as the Interim Clerk which expires on 28 February 2018. A month's notice period is included in the contract. It was **RESOLVED** to recommend to Council that:

***Mrs Payne's contract as Interim Clerk, is extended until 31 March 2018.***

##### 8.3 BAR STAFF SALARIES

8.3.1 Cllr Pakenham declared a personal, non-pecuniary interest as she is related to the Bar Manager. As the meeting was not quorate, this item will be referred to a Council meeting for resolution.

##### 8.4 CLEANING OF THE BAR

8.4.1 Members were asked to consider increasing the cleaner's hours by two hours per week in order for her to undertake cleaning the bar which is currently the responsibility of the Bar Manager.

8.4.2 Members considered that this function is part of the Bar Manager's role and should be adhered to but noted that some functions are very busy and the Bar Manager's hours are taken up with serving in the bar and maintaining the cellar.

8.4.3 Members were advised that there was a system in place to monitor the performance of the Bar Manager and this should be monitored by the Clerk to ensure that the Bar Manager was undertaking his role. It was noted that the Bar Manager is employed in another capacity in a full time role. It was **RESOLVED** to recommend to Council that:

***The Cleaner is given an additional 2 hours per month to undertake a monthly clean of the bar area in the Caledon Community Centre.***

**8.5 CARETAKER'S DISCIPLINARY**

8.5.1 Members were advised that the Weekend Caretaker had received two verbal warnings during 2017 for a minor act of performance failure on two separate incidents. The verbal warnings had been issued in line with the Council's Disciplinary Procedure outlined in the Council's Staff Handbook.

8.5.2 Members noted the verbal warnings and their dates. They were advised that if there was another incidence of performance failure within a 6 month period, the next course of action was a written warning which would remain on his record for 12 months.

**6. DATE OF NEXT MEETING**

Thursday 22 March 2018

The meeting closed at 2005.

Signed:..... Date: .....

DRAFT