

**LONDON COLNEY PARISH COUNCIL
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING
5 JUNE 2018, 6.30PM,
MORRIS RECREATION GROUND, WHITE HORSE LANE, LONDON COLNEY**

PRESENT: Councillors H Pakenham (Chair), M MacMillan and A Osborne

IN ATTENDANCE: E Payne, Clerk

1. APOLOGIES

Apologies were received from Cllr Gardner (health). Cllr Quagliozzi was absent.

2. DECLARATIONS OF INTEREST

There were no declarations of interest received.

3. MINUTES FROM THE PREVIOUS MEETING

The notes from the previous meetings held on 22 March and 1 May 2018 were received and approved as an accurate record of the meetings.

4. RECRUITMENT

4.1 GROUNDSMAN (TEMPORARY)

Mr Scott Nicol had been appointed to this position, commencing his employment with the Council from Monday 4 June 2018. Members discussed the length of the contract in relation to the nature of the work and it was **PROPOSED** and resolved that:

The contract for Mr Nicol is extended by 1 month to terminate on 30 September 2018.

4.2 KITCHEN PORTER

4.2.1 A candidate for this position had been offered the role but had subsequently declined the offer. Another candidate had commenced a trial but had left after 3 weeks. The position is currently being filled by a temporary member of staff who is unable to work during the school holidays and it is imperative that this position is filled. The Clerk will re-advertise the role as a matter of urgency.

5. STAFFING MATTERS

5.1 PAY AWARD 2018-19

5.1.1 Members were advised that the National Joint Council for Local Government Services (NJC) had reached agreement on a pay award of 2% with effect from 1 April 2018. Members were advised that a 2% increase had been allowed when setting the budget for 2018-19.

5.1.2 Members requested a detailed breakdown on how this affect individual staff salaries, including salary scales points, and this will be provided to the next meeting.

5.2 KITCHEN STAFF PROBATION PERIOD

- 5.2.1 Members considered the three-month trial period for employing two members of staff on an equal footing in the kitchen to service the lunch club. Members were advised that the number of people attending lunch club had increased and were provided with details for comparison purposes for a 5-month period from January-May, with details of 2017 vs 2018.
- 5.2.2 Members noted that one of the Council's objectives was to introduce a new light bite menu to encourage more people to attend and it was considered that this should be implemented. This item would be considered at the Events & Community Committee on 17 July 2018.
- 5.2.3 Members will reconsider the current staffing arrangements in the kitchen at the next meeting.

5.3 OFFICE HOURS

- 5.3.1 Members noted that with the employment of the new Events Officer on an 18-hour contract, there were fewer staff hours to answer queries from members of the public who visit the office.

- 5.3.2 Current office hours are for visitors:

Monday – Friday 0900-1400

- 5.3.3 It was proposed that the following office hours are implemented with effect from 1 July 2018:

Monday, Tuesday & Thursday	0900-1400
Wednesday	Closed
Friday	0900-1200

It was **RESOLVED** that:

New opening hours to Members of the Public who visit the office in person are to be implemented from 1 July 2018.

- 5.3.4 Staff will be available to answer telephone queries at times when the office is closed, depending on their hours of employment.
- 5.3.5 Members considered the performance of the new Events Officer, Antonia Wingate-Martin, and it was **RESOLVED** that:

Ms Wingate-Martin's hours of work are increased from 18 to 20 hours per week with effect from 1 June 2018.

6. STAFF HANDBOOK

- 6.1 Members were asked to consider amendments to the Staff Handbook. Some of the amendments were due to changes in legislation with some policies being removed, that were not applicable exclusively to staff i.e. Equalities Policy, Volunteering Policy. These policies would be implemented as standalone policies and will be considered at the Finance Committee meeting on 12 July 2018.

6.2 Members asked the Clerk to implement the proposed changes and present V10 of the Staff Handbook for ratification at the next meeting.

7. DATE OF NEXT MEETING

20 September 2018

The meeting closed at 1930.

Signed:..... Date: