



London Colney Parish Council

To: Councillor H Pakenham (Chair), K Gardner, M MacMillan, A Osborne and J Quagliozi
Cc Councillor D Gordon, N Mahony and M Mortuza

21 September 2018

You are hereby summoned to attend a **HUMAN RESOURCES COMMITTEE** meeting to be held on **THURSDAY 27 SEPTEMBER 2018, 6.30PM** at the **CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY**

Emma Payne
Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATION OF INTERESTS**
To receive members declarations of interest in items on the agenda. Members are reminded that they may not participate in any discussion or vote on a matter in which they have declared an interest under Appendix A of the Code of Conduct. Members may not vote on a matter in which they have declared an interest under Appendix B and may only speak on the matter if members of the public are permitted to do so. Members are only required to declare the nature of any interest not already entered the members' register or notified to the Monitoring Officer.
3. **MINUTES**
To approve the minutes of the meeting held on 16 July 2018.
4. **RECRUITMENT**
To receive an update on the recruitment process for the following vacancy:
 - 4.1 Kitchen Porter
5. **BUDGET 2019/20**
To consider budget items for 2019/20 in relation to Staff and HR matters.
6. **STAFF HANDBOOK V10**
To receive an updated copy of the staff handbook to be agreed by the Committee.
7. **TOIL AND OVERTIME**
To receive a report on TOIL for the first 5 months of the year.
8. **CONFIDENTIAL ITEMS**
To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.



9. STAFFING MATTERS

To consider the following:

- 9.1 Kitchen Staff Review
- 9.2 Paddling Pool Contractors – Summer 2019
- 9.3 Book Keeper – Amended Hours
- 9.4 Events Officer – Monitoring of Hours
- 9.5 Update on Community Events Manager's Maternity Leave

10. DATE OF NEXT MEETING

13 December 2018

**LONDON COLNEY PARISH COUNCIL
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING
16 JULY 2018, 8PM,
MORRIS RECREATION GROUND, WHITE HORSE LANE, LONDON COLNEY**

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

IN ATTENDANCE: E Payne, Clerk

1. APOLOGIES

There were no apologies received. Cllr Quagliozi 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 5 June 2018 were received and approved as an accurate record of the meeting.

4. RECRUITMENT

4.1 KITCHEN PORTER

4.1.1 The Clerk reported that she had identified a suitable candidate, but they hadn't confirmed that they were interested in the role. It was suggested that international students, based at the University of Hertfordshire, may be interested in a summer holiday job, provided there wasn't a language issue.

5. STAFFING MATTERS

5.1 GROUNDSMAN

5.1.1 Members were advised that at the Finance Committee meeting held on 12 July 2018, it had been agreed to extend his contract of employment to 31 March 2019.

5.1.2 Members were advised that up to 10% of the Groundsman's time would be dedicated to basic maintenance at the Caledon Community Centre.

5.2 GROUNDS MAINTANANCE MANAGER'S JOB DESCRIPTION

5.2.1 Members were advised that the Grounds Maintenance Manager's job description was currently still under review and it was **RESOLVED** that:

The revision of the Grounds Maintenance Manager's Job Description can be delegated to the Chair of Committee and Clerk.

7. DATE OF NEXT MEETING

To be confirmed. The meeting closed at 2100.

Signed:..... Date:

