



## LONDON COLNEY PARISH COUNCIL

To: Councillor H Pakenham (Chair), M MacMillan, N Mahony and L Winstone

8 March 2022

You are hereby summoned to attend a **HUMAN RESOURCES COMMITTEE** meeting to be held on **TUESDAY 15 MARCH 2022, 11.00AM, MORRIS RECREATION GROUND PAVILION, WHITE HORSE LANE, LONDON COLNEY AL2**

**Emma Payne**  
Clerk

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### AGENDA

1. **APOLOGIES**
2. **DECLARATION OF INTERESTS**  
To receive members declarations of interest in items on the agenda.
3. **MINUTES**  
To approve the minutes of the meeting held on 8 February 2022
4. **REPORTS TO COMMITTEE**
  - 4.1 **Grounds Maintenance Staff**  
To receive an update on the recruitment of grounds staff and possible mitigation in the event of not being able to recruit to the position.
  - 4.2 **Pay Award 2021-22**  
To receive a report on pay award for 2021-22
  - 4.3 **HR Consultant**  
To receive a report on the engagement of a HR consultant to advise the Council on HR matters.
5. **WORK PROGRAMME**  
To receive this committee's Work Programme



**6. 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.

**6.1 FACILITIES OFFICER**

To receive an update on the appointment of Facilities Officers.

**7. DATE OF NEXT MEETING**

To be confirmed

**COLNEY PARISH COUNCIL**  
**MINUTES OF HUMAN RESOURCES COMMITTEE MEETING**  
**TUESDAY 8 FEBRUARY 2022, 3.00PM**  
**CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

**PRESENT:** Councillors H Pakenham, M MacMillan & L Winstone

**IN ATTENDANCE:** E Payne, Clerk

**1. APOLOGIES**

Cllr Mahony was absent.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES FROM THE PREVIOUS MEETING**

The minutes of the previous meeting held on 23 November 2021 were adopted as a true record of the meeting.

**4. REPORTS TO COMMITTEES**

**4.1 Health and Safety Report**

Members received a report regarding the implementation of the Council's health and safety policy. There had been no incidents to report. Members noted that the Grounds Maintenance Manager's IOSH Managing Safely qualification should be renewed in 2021 as it had been achieved in 2018 and it is recommended that the qualification is renewed every 3 years. It was **RESOLVED** to:

***Note the report***

**4.2 Apprenticeship**

Members received a report on the feasibility of having a Grounds Maintenance Apprentice. Members noted the costs in relation salary and the amount of training time that the apprentice would have in their normal working week (20% per week) and the permanent nature of recruitment to the workforce through apprenticeship. It was felt that this would not be feasible within the current staffing structure, and it was decided not to progress the matter.

**4.3 Staff Handbook**

Members were advised that the Clerk does not have the capacity at the moment to review the staff handbook due to other projects that are in hand.

**4.4 HR Consultant**

Members received a report regarding the engagement of an HR consultant. Currently the Clerk consults with an HR consultant on an ad hoc basis at an hourly fee. Members were asked if this was something that they would like to investigate and that an additional £1000 had been added to the Professional Fees Budget for 2022/23. Members were advised that HR is a complicated field and there were legal implications, along with costs, if a wrong decision was made. Whilst the Clerk is

confident in day-to-day HR matters, more complicated ones like TUPE or redundancy or the composition of employment contracts would benefit from additional advice. Members asked the Clerk to devise a specification to engage an HR consultant, to be agreed at the next meeting.

**5. WORK PROGRAMME**

Members received this committee's work programme and asked for an update on the HR consultant specification and the Facilities Officer's role to be added to the programme.

**6. 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

**6.1 Grounds Maintenance Staff**

Members received a verbal report on the recruitment process for Grounds Maintenance staff. There has been little interest in the advertisement which is on notice boards and the following websites: Indeed, the Job Centre and the parish council. Members were advised that the Groundsman's contract had been increased to 37 hours per week and some ad hoc support from the weekend caretaker was available but with the onset of the Spring/Summer and the cricket season, it will be a strain on the remaining staff if a new member of staff could not be recruited.

Members enquired what training the Groundsman needed to undertake the role and were advised that there are some training courses with the Football Association which the Clerk and Grounds Maintenance Manager are investigating. Any training would be arranged through the Clerk's delegated powers and would be met by the Training Budget.

**6.2 Caretaker/Cleaner**

Members were given a verbal update on this item and there will be more information available at the next meeting.

**7. DATE OF NEXT MEETING**

Tuesday 15 March 2022.

The meeting closed at 1600.

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

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: HUMAN RESOURCES**

**DATE: 15 MARCH 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: GROUNDS MAINTENANCE STAFF**

### **1. SUMMARY**

1.1 This report provides an update on the lack of progress to recruit replacement grounds maintenance staff.

### **2. RECOMMENDATION**

2.1 Members are asked to note the lack of progress to date and to consider outsourcing part of the grounds maintenance operation in the short term (Spring/Summer/Autumn 2022)

### **3. BACKGROUND**

3.1 Following the resignation of the Head Groundsman in November 2021, there has been a vacancy in the grounds maintenance team. The team consists of:

- Grounds Maintenance Manager – 37 hour per week
- Head Groundsman – 37 hours pw
- Groundsman – 30 hours pw

3.2 At the HR committee meeting held on 26 October 2021, it was agreed to appoint the Groundsman (30 hours) to the full-time role, and recruit someone to the 30-hour role. This was on a 6/12-month contract on the same terms and conditions as the existing position.

3.3 The position has been advertised on the parish council's notice boards, newsletter, social media, Indeed website, parish council website, and job centre website. There have only been 2 enquiries, one of whom didn't drive which is an essential requirement of the role.

3.4 Some additional support has been provided by the Weekend Caretaker, the costs of which are met by the Grounds Maintenance staff budget.

### **4. OTHER ALTERNATIVES TO HIRING STAFF**

4.1 The need to find an alternative to hiring staff is urgent with the onset of Spring, the grass growing season and the start of the cricket season in May 2022. In addition, grounds staff will need to be able to take holiday or could be on sick leave.

4.2 In the short term, it is recommended by the Grounds Maintenance Manager that the parish council outsource part of the grounds maintenance function, namely:

- Grass cutting for football pitches, including marking. This includes 4 pitches at Morris Recreation Ground, 2 junior pitches at Shenley Lane, and numerous pitches at Napsbury including football and rugby.
- Emptying litter bins

4.3 The in-house grounds team will retain the other activities including:

- Hedge cutting
- All works at allotments
- Litter picking
- Inspection and maintenance of all play equipment
- Cricket at Napsbury
- Shrub beds across various sites

This list is not exhaustive.

4.4 Any outsourcing would have to be on the agreement that there are only two members of Grounds Maintenance staff so that the salary associated with the 30-hour per week role can be used to meet some of the costs of the outsourcing. In addition, there will be some savings in pension contributions and NI, as well as a reduction in use of in-house grounds maintenance equipment and fuel. The latter is not quantifiable.

## 5. FINANCE

5.1 Any quotations received must comply with the Council's financial regulations and standing orders.

i) *When it is to enter into a contract less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000 and above £250 the Clerk shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.*

j) *The Council shall not be obliged to accept the lowest or any tender, quote or estimate but must ensure that it obtains best value for all contracts*

5.2 Because this is an item that has not been budgeted for, the decision should be agreed by Council.

## 6. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	Any contractor would have to agree to the Council's adopted Environmental Policy/Climate Change and Biodiversity Plan
Crime & Disorder	N/A
Financial	Unbudgeted item
Resources (including workforce)	Reduction in workforce may have a negative effect on delivery of service
Risk Management	Any contractor would need to hold PLI of £10m and relevant indemnities/qualifications

**LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: HUMAN RESOURCES**

**DATE: 15 MARCH 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: PAY AWARD 2021-22**

**1. SUMMARY**

1.1 The National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1 April 2021.

**2. RECOMMENDATION**

2.1.1 Members are asked to:

- a) Note the pay award and that it will be backdated to 1 April 2021.
- b) Approve the payment to ex-employees

**3. BACKGROUND**

3.1 Pay awards are negotiated by the NJC with representatives' unions. This pay award refers to the year 2021-22 and should be backdated to 1 April 2021 and paid in March 2022.

3.2 Advice from NJC says:

*If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2021 to the employee's last day of employment.*

3.3 There are three employees who have left the employment of the parish council during 2021-22; 1 x grounds staff (left October 2021) and 2 x cooks (TUPE'd in August 2021).

**4. FINANCE**

4.1 When setting the budget for 2021-22, a 2% pay award was included in the budget.

4.2 The back pay for all staff currently employed is £2,278.19.

4.3 The back pay for ex-employees is £323.82.

**5. IMPACT ASSESSMENT**

Strategic Plan	Objective 5
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	
Resources (including workforce)	Nationally awarded pay rise
Risk Management	Morale of workforce

## LONDON COLNEY PARISH COUNCIL

**COMMITTEE:** HUMAN RESOURCES

**DATE:** 15 MARCH 2022

**REPORT BY:** EMMA PAYNE, CLERK

**SUBJECT:** HR CONSULTANT - SPECIFICATION

### 1. SUMMARY

1.1 At the HR committee meeting on 8 February 2022, the Clerk was asked to devise a specification to engage an HR consultant, to be agreed at the next meeting.

### 2. RECOMMENDATION

2.1 Members are asked to

- a) Note the proposed specification
- b) Make any suggestions regarding its contents
- c) Agree to distribute to suitable contractors for quotations to be determined at the next meeting.

### 3. BACKGROUND

3.1 The parish council has a staff of 10 (6.5 FTE) and the HR provision is currently undertaken on an ad hoc basis with a couple of consultants who charge a fee every time advice is sought.

3.2 At the last meeting, Members asked the Clerk to draw up a specification for a HR consultant.

3.3 Any contractor would be insured and indemnified, and their advice would mean the Council is less likely to get to an employment tribunal.

### 4. FINANCE

4.1 There is a sum of £1,000 in professional fees to engage an HR consultant.

### 5. IMPACT ASSESSMENT

Strategic Plan	Objective 5
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Efficient use of workforce resources
Risk Management	Reduce risk of employment tribunal





## LONDON COLNEY PARISH COUNCIL

### SPECIFICATION FOR A HUMAN RESOURCES CONSULTANT

London Colney Parish Council are seeking to engage an HR consultant to support the organisation with day-to-day HR advice, plus other transitional projects relating to the workforce.

We are the first tier of local government, based in south Hertfordshire and have ten members of staff (6.5FTE). A staff structure is below.

We are looking for an experienced HR consultant who can offer unlimited access on all employment issues including performance management, maternity, TUPE, redundancy, disciplinaries, grievances, dismissals, and employment contracts. You will also be required to provide bespoke HR letters to support any changes to be implemented.

Experience of the local government sector would be an advantage, although not essential.

In the first year of the contract, we would require the following to be undertaken:

- a) Review of all staff contracts, with recommendations to ensure that they are legally compliant with current employment legislation and assistance to implement any new contracts
- b) Review of staff handbook, with rewrites of policies and updates to consider current employment practices.
- c) Recommendation for performance management procedures including monitoring systems.

Other services we may be interested in are:

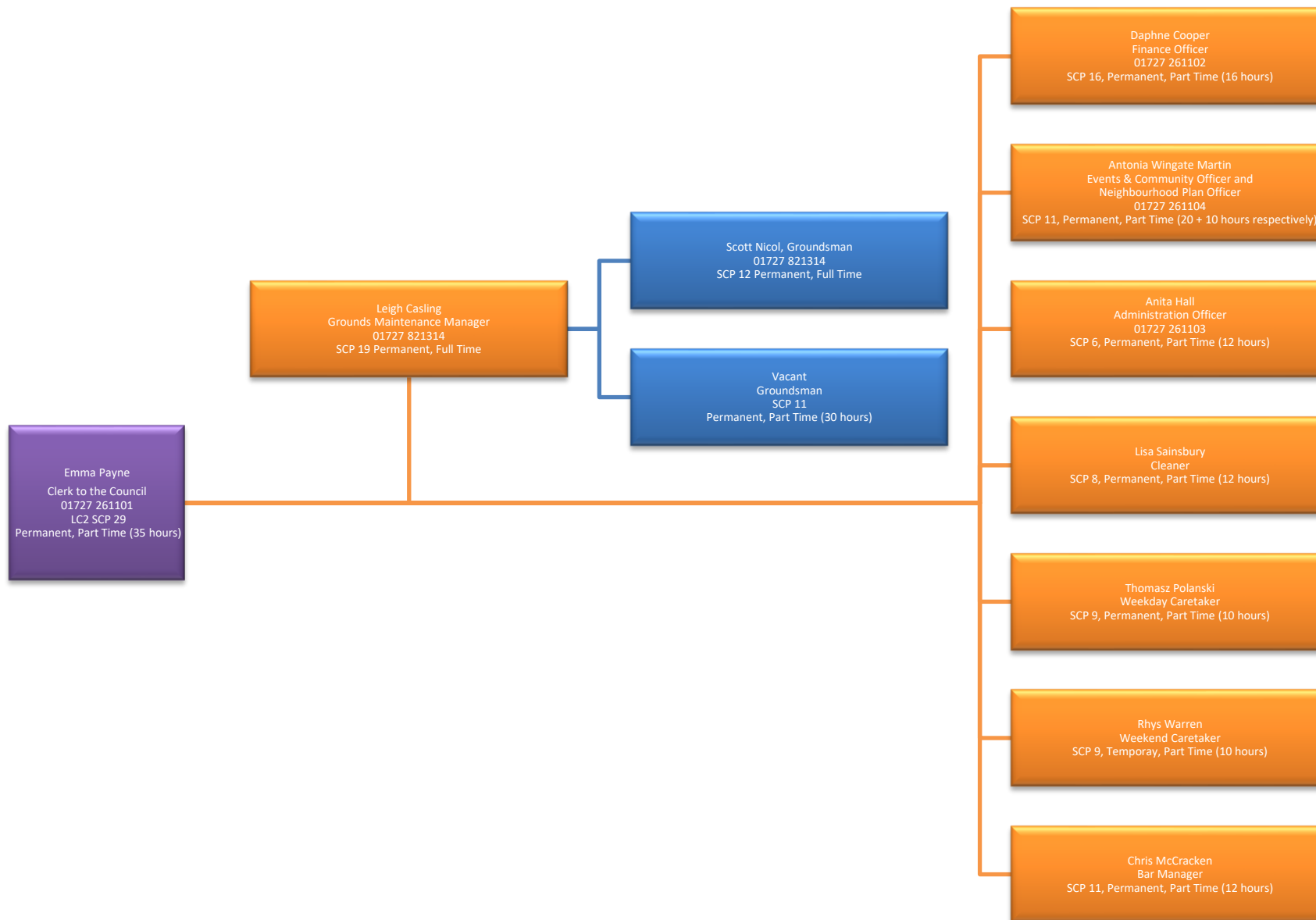
- Mediation to resolve difficulties and conflicts which may arise within the organisation
- Support with any disciplinary matters that require investigation by an independent party or conducting hearings/appeals

We will require any successful appointment to provide proof of professional qualifications/ membership, indemnities, and insurance.

If you are interested in being considered, please email your proposal along with terms and conditions to [parishclerk@londoncolney-pc.gov.uk](mailto:parishclerk@londoncolney-pc.gov.uk) by Friday 22 April 2022. We are looking for two quotations:

- 3 years or 36 months
- 5 years or 60 months

If you have any queries, please do not hesitate to contact Emma Payne, Clerk to London Colney Parish Council 01727 261101, or email as above.



**Human Resources Work Programme 2021-22**

<b>Date of Meeting</b>	<b>Matter for Consideration</b>	<b>Responsible Officer</b>	<b>Background Information</b>	<b>Source Document (if applicable)</b>
15/03/2022	Grounds Staff Recruitment	Clerk	To receive an update on grounds staff recruitment	Action from previous meeting
	HR Consultant Specification	Clerk	To receive a specification for the recruitment of an HR consultant	Action from previous meeting
	Facilities Officer	Clerk	To receive an update on this project	Action from previous meeting
01/05/2022	Staff Appraisals	Clerk	To receive recommendations for training arising from staff appraisals	Standing Item