



LONDON COLNEY PARISH COUNCIL

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

21 September 2021

You are hereby summoned to attend a **HUMAN RESOURCES COMMITTEE** meeting to be held on **TUESDAY 28 SEPTEMBER 2021, 3.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

Emma Payne
Clerk

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 22 June 2021.
4. **REPORTS TO COMMITTEE**
 - 4.1 **Equality & Diversity Policy**
To receive and approve its adoption by Council
 - 4.2 **Capability Policy**
To receive a proposed capability policy for approval and inclusion in the staff handbook
 - 4.3 **Strategic Plan**
To review this committee's contribution to the strategic plan
5. **WORK PROGRAMME**
To receive and note the work programme for this committee.



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 Disciplinary Panel Hearing
- 6.2 Facilities Officer(s)
- 6.3 Clerk's Hours of Employment
- 6.4 An update on the Staff Review including evaluation of roles

7. DATE OF NEXT MEETING

2 November 2021

**COLNEY PARISH COUNCIL
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING
TUESDAY 22 JUNE 2021, 3.30PM
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

Cllr Pakenham declared a personal interest in items 6.3 and 7.1 as she has a relative who is a member of staff.

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the previous meeting held on 9 March 2021 were adopted as a true record of the meeting.

4. TERMS OF REFERENCE

Members received the Terms of Reference for this committee, and they were noted.

5. WORK PROGRAMME

Members received the Work Programme for this committee and its contents was noted.

6. STAFF MATTERS (NON-CONFIDENTIAL)

6.1 Members/Officer Protocol

Members received this protocol and noted that political parties were dealt with in the Scheme of Delegation, agreed by Council on 5 May 2021. It was **RESOLVED to RECOMMEND TO COUNCIL that:**

The Member/Officer Protocol is adopted

6.2 Dignity at Work/Bullying and Harassment Policy

Members received this policy for review. The updates were noted in relation to the conduct of Councillors, which are now covered under the newly adopted Code of Conduct. It was **RESOLVED to recommend to Council that:**

The Dignity at Work/Bullying and Harassment Policy is adopted.

6.3 Furlough

Members received a verbal report on the staff who were currently furloughed.

6.4 Absence Management

Members received a report on Absence Management and noted that there were low of staff absence due to sickness. The report was noted.

6.5 Staff Training and Development

Members received a report and noted the recommended training for the staff, as outlined in the report. It was **RESOLVED** to:

Approve the recommendations outlined in 3.2 of the report.

6.6 Staff Mobile Phones

Members received a report on a proposed system to deal with diverting office calls to mobile phones and for staff to use their personal mobile phones for Council business without incurring costs. The Clerk explained that a trial was being made available by the IT company and she would report to September's meeting on the success of the trial.

7. 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

7.1 Staff Review including Cleaning and Catering Matters

Members received a confidential report on recommendations from the staff review. Members considered that the recommendations, if adopted, should be applied over a phased period to ensure successful implementation. It was **RESOLVED** that:

- a) ***Recommendation 2 is implemented if the staff structure is reorganised.***
- b) ***Recommendation 3 is undertaken as part of the Clerk's appraisal process.***
- c) ***Recommendations 4, 5 and 6 will be considered at November's meeting.***
- d) ***Recommendation 7 is implemented as soon as possible.***
- e) ***Recommendation 8 is implemented in line with the decision at the Events & Community Committee on 15 June 2021.***
- f) ***Recommendation 10 is implemented when the Finance & General Purposes Committee decide on the contract.***
- e) ***Recommendation 11 is implemented through the Finance & General Purposes Committee with any HR decisions being referred to this committee.***
- f) ***Recommendation 12 is deferred to January 2022.***
- g) ***Recommendation 13 is deferred until a Modern Apprentice can be employed when there is sufficient staff resource to undertake the mentoring required.***
- g) ***Recommendation 17 is already undertaken as all job descriptions are reviewed at the time of appraisals.***
- h) ***Recommendation 20 the Member/Officer protocol has already been agreed at this meeting.***
- i) ***Recommendation 31, job evaluations would be undertaken as part of a staff restructure***
- j) ***Recommendation 33 has been implemented with the ability of staff to work from home and can be accommodated if Wi-Fi is installed in the Margaret Hopkins Suite. This is to be a recommendation to Finance & General Purposes Committee.***

7.2 Caretaking

Members received a verbal report from the Clerk on the caretaking provision and her actions were noted.

8. DATE OF NEXT MEETING

28 September.

The meeting closed at 1645.

Signed: Date:

LONDON COLNEY PARISH COUNCIL

COMMITTEE: HUMAN RESOURCES
DATE: 28 SEPTEMBER 2021
REPORT BY: EMMA PAYNE, CLERK
SUBJECT: EQUALITY & DIVERSITY POLICY

1. SUMMARY

This report summarises the Council's Equality & Diversity Policy which should be reviewed on a regular basis.

2. RECOMMENDATION

Members are asked to consider the attached Equality and Diversity Policy and advise the Clerk if they wish to make any changes and then recommend its adoption by Council.

3. BACKGROUND

3.1 The Equality Act 2010 legally protects people from discrimination in the workplace and wider society.

3.2 A written policy on equality and diversity is an essential tool to ensure that the parish council will create a safe and inclusive environment for residents, councillors and staff and not discriminate against people. Public sector employees have a specific legal duty, to uphold the Equality Act when they are exercising public functions. This duty requires local government to have due regard to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relationships between persons with protected characteristics and persons who do not share it.

3.3 It is important to think about equality and diversity because some individuals, groups and communities are more likely to face discrimination, harassment and exclusion in society.

4. FINANCE

There are no financial implications.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 5
Equalities	Equality Act 2010
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Ensures compliance with Act and reduces risk of employment issues.

LONDON COLNEY PARISH COUNCIL

EQUALITY & DIVERSITY POLICY

London Colney Parish Council is committed to providing an environment where residents, Councillors and employees can fulfil their full potential. We have developed this policy to make clear our commitment to ensuring that everyone should be treated with dignity and respect, in line with UK anti-discrimination legislation.

LEGAL POSITION

It is unlawful to discriminate against an individual on the following grounds:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Under the Equality Act 2010 these are known as “protected characteristics”.

PURPOSE

The purpose of this policy is to provide equal opportunities to all employees, volunteers, and Councillors, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimization, or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

SCOPE

All employees, volunteers or councillors will be treated fairly and equally.

Selection for employment, promotion, training, remuneration or any other benefit will be based on aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilized to maximize the efficiency of the council.

OUR COMMITMENT

Every employee, volunteer and Councillor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Dignity at Work/Bullying and Harassment policy adopted by the Council.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of our Equal & Diversity Policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council's Grievance procedure.

This policy is fully supported by all Members of the Council. The policy will be monitored and reviewed bi-annually. Other Personnel policies will be reviewed against the values stated in this Equality & Diversity policy to ensure that the Council strives to remain an Equal Opportunities employer.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: HUMAN RESOURCES
DATE: 28 SEPTEMBER 2021
REPORT BY: EMMA PAYNE, CLERK
SUBJECT: STRATEGIC PLAN

1. SUMMARY

- 1.1 The Council's strategic plan was adopted by the Council to allow the future planning and to be able to effectively monitor the Council's progress against set goals.
- 1.2 A review should be undertaken halfway through the lifetime of the plan to consider how effectively the Council is working through its goals.
- 1.3 The F&GP committee have asked all Committees to review their contribution to the plan considering the reduction of income to the Council from Covid-19.

2. RECOMMENDATION

Members are asked to consider the HR committee's contribution to the Strategic Plan.

3. BACKGROUND

- 3.1 The Council's strategic plan allows for future planning of staff, finances, and resources.
- 3.2 The HR's committee contribution to the strategic plan relates to the efficient use of staff resources including training and development of staff.

4. FINANCE

- 4.1 There are budgets in place for the employment of staff and their training.

5. IMPACT ASSESSMENT

Strategic Plan	To ensure the Council's strategic plan is current to the operation of the Council
Equalities	Ensures compliance with Equality & Diversity Policy
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Assists with future budgeting
Resources (including workforce)	Efficient management of staff resource
Risk Management	N/A

Human Resources				
	Objective	Timescale	Funding	Responsible Committee
Health and Safety	Undertake a full review of health and safety procedures on all areas of the parish council on an annual basis. Consider the employment of a consultant to undertake the initial review.	January 2020	Existing budget item for 2019/20	Human Resources
Staff Review	Appoint an external contractor to undertake a review of staffing resources and implement recommendations	March 2021-March 2022	General reserves	Human Resources
Continuing Professional Development	Ensure that all staff have access to professional development courses to enable them to deliver the Council's aims and objectives effectively. This is undertaken as part of the annual appraisal process	Ongoing	Existing budget item	Human Resources
Development of Employment policies	Ensure that the staff handbook is regularly updated to consider new legislation.	Ongoing	N/A	Human Resources
Monitor Absence	Monitor staff absence to ensure that there are no patterns emerging and deal with any issues emerging from this monitoring.	Ongoing	N/A	Human Resources
Staff Capacity	Ensure that competent staff are recruited to make	Ongoing	N/A	Human Resources

	certains that the Council's aims and objectives are met.			
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Human Resources Work Programme 2021-22

Date of Meeting	Matter for Consideration	Responsible Officer	Background Information	Source Document (if applicable)
02/11/2021	H&S Policy Monitoring	G&M Manager	To receive a report on the implementation of the Council's H&S Policy	Standing item
	Review Staff Handbook	Clerk	To receive any amendments to the staff handbook	Standing item
	HR Budget 2022-23	Clerk	To review the HR budget for submission to F&GP	Standing item
18/01/2022				
15/03/2022	Staff Appraisals	Clerk	To receive recommendations for training arising from staff appraisals	