



LONDON COLNEY PARISH COUNCIL

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

17 November 2021

You are hereby summoned to attend an **EXTRA HUMAN RESOURCES COMMITTEE** meeting to be held on **TUESDAY 23 NOVEMBER 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. **NOTIFICATION OF SUBSTITUTIONS**
To receive any notification of substitution made to the Clerk
4. **MINUTES**
To approve the minutes of the meeting held on 26 October 2021.
5. **REPORTS TO COMMITTEE**
- 5.1 **TRAINING**
To receive a report on proposed training for staff.
- 5.2 **CHRISTMAS OFFICE OPENING**
To receive a report with a proposal for office hours of operation during Christmas
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
7. **DATE OF NEXT MEETING**
18 January 2022

**COLNEY PARISH COUNCIL
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING
TUESDAY 2 NOVEMBER 2021, 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

No apologies were received. Cllr Mahony was absent.

2. DECLARATIONS OF INTEREST

No declarations were received.

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the previous meeting held on 26 October 2021 were adopted as a true record of the meeting.

4. REPORTS TO COMMITTEES

4.1 Staff Handbook

This item will be deferred until a future meeting.

5. FORWARD WORK PROGRAMME

Members received this report and noted the forward 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 Staff Evaluation Report

Members received this document which had been undertaken by an external HR consultant. Members noted the work undertaken as part of the methodology. It was noted that the consultant had commented that it was not best practice to appoint on a single salary scale point. There were concerns about the financial implications of adopting all the recommendations. Members asked the Clerk to prepare some figures if the recommendations were implemented for discussion at a future meeting. The following actions were **RESOLVED**:

Recommendation 1 – accepted

Recommendation 2 – not adopted as the role is a finite position

Recommendation 3, 4 and 5 – accepted

Recommendation 4 – accepted

Recommendation 5 – accepted

Recommendation 6 & 7 – This will be reconsidered at a future meeting

Recommendation 8 – accepted

6.2 Staff Disciplinary

Members received a verbal report on this item and noted the progress to date. The clerk will report to a future meeting on developments.

6.3 HR Budget 2022023

Members received this budget and noted the contents. It will be fed through to the Finance & General Purpose Committee to be included in the budget setting process.

7. DATE OF NEXT MEETING

Tuesday 18 January 2022.

The meeting closed at 1610.

Signed: Date:

DRAFT

LONDON COLNEY PARISH COUNCIL

COMMITTEE: HUMAN RESOURCES

DATE: 23 SEPTEMBER 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: TRAINING

1. SUMMARY

1.1 This report outlines proposed training resources to be used for staff development.

2. RECOMMENDATION

2.1 Members are asked to consider:

- a) Taking out a subscription with Chagos Consulting for £70 per annum for unlimited training for Parish Online
- b) Authorizing the Clerk to attend the SLCC Practitioners Conference in February 2022.

3. PARISH ONLINE

3.1 The Parish Council has a free subscription to Parish Online through the insurance broker. This online mapping service can be used extensively within the organisation to support the following:

- Rights of Way Mapping
- Asset management
- Neighbourhood planning
- Event planning
- Allotment plotting

3.2 Currently, only the Events Officer has undertaken rudimentary training which was offered free of charge by a councillor from another parish council, which was offered during the pandemic.

3.3 It is intended that the following Officers would use the system for the purposes below:

Admin Officer – allotments and asset mapping including memorial benches and trees
Grounds & Maintenance Manager – grounds maintenance contract, asset management
Community & Events Officer/NP Officer – event neighbourhood planning

3.4 Using Parish Online is an efficient record of the parish council's assets and can be made available to other authorities and residents.

4. SLCC PRACTITIONERS' CONFERENCE

- 4.1 SLCC organises two conferences every year: Practitioners and National. Since the pandemic, the Practitioners Conference has very successfully gone online, which has reduced the cost of attending (£75 + VAT for members).
- 4.2 The Clerk has a £20 discount voucher for enhancing her membership of SLCC to Principal, bringing the cost down to £55.
- 4.3 The conference will be held virtually over Tuesday 15, Wednesday 16 and Thursday 17 February 2022. The content includes:
- How to market your council to attract visitors
 - Networking sessions for small to medium and medium to large councils
 - Play must stay - how changing priorities influence future developments
 - Rules and regulations of the tender process and public procurement
 - Building resilience - learn how to cope with inevitable challenges, problems, and setbacks in your career
 - Employment and contract essentials
 - VAT requirements and upcoming changes
 - Managing your allotment(s)
 - Latest on the Civility and Respect Project
 - And much more!
- 4.4 Attendees accrue 5 CPD points, and the Clerk needs to maintain 18 points per annum to retain her Principal membership. CPD points can be accrued through a variety of methods including attending SLCC branch meetings, reading 'The Clerk' magazine, learning at work through a new activity e.g., neighbourhood plan, splash pad project.

5. FINANCE

There is a budget for Staff Training which is currently has an underspend of £367.44, however there is a commitment for ladder training and GDPR training which has been previously agreed by this committee.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 5
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Within training budget
Resources (including workforce)	Investment in staff training improves staff resource.
Risk Management	Accurate mapping of assets improve asset register reporting.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: HUMAN RESOURCES

DATE: 23 NOVEMBER 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: OFFICE CHRISTMAS OPENING HOURS

1. SUMMARY

1.1 This report outlines a proposal for the office to be open/closed during the Christmas break.

2. RECOMMENDATION

2.1 Members are asked to approve the proposed open/closing days for the office as outlined in item 3.2.

3. BACKGROUND

3.1 The Christmas holiday dates are:

- Saturday 25 December
- Sunday 26 December
- Monday 27 December – Christmas Day bank holiday
- Tuesday 28 December – Boxing Day bank holiday
- Saturday 1 January
- Sunday 2 January
- Monday 3 January – New Year's Day bank holiday

3.2 It is proposed that the office will operate as normal until Thursday 23 December and then be closed throughout the festive period including:

- Friday 24 December
- Wednesday 29 December
- Thursday 30 December
- Friday 31 December

3.3 Staff will use their annual leave entitlement (or TOIL) to accommodate the office closure which includes two occasional days which are at the discretion of the Council to allocate (as outlined in the contract of employment)

3.4 The St Albans Food Bank, which operates from the lounge at the community centre wish to operate on Friday 24 and Friday 31 December and the caretaker will be asked to open/close.

3.5 Any answerphone messages left at the office, can be checked remotely.

3.6 The Grounds Staff will be operating working the following schedule:

Wednesday 29 December – 1 member of staff

Thursday 30 December – 1 member of staff

Friday 31 December – 2 members of staff working half a day

There is no football planned for weekends of 25/26 December or 1/2 January.

4. FINANCE

4.1 There are no financial implications as the staff will use their annual holiday entitlement or TOIL to cover their absence from the office.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 5
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Encourages use of annual leave, helps reduce staff stress
Risk Management	Efficient use of council resources