



LONDON COLNEY PARISH COUNCIL

To: Councillor H Pakenham (Chair), K Gardner, M MacMillan, and L Winstone

5 July 2022

You are hereby summoned to attend a **HUMAN RESOURCES COMMITTEE** meeting to be held on **TUESDAY 12 JULY 2022, 6.00 PM, SPORTS PAVILION, MORRIS RECREATION GROUND, WHITE HORSE LANE, LONDON COLNEY AL2 1JW**

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 17 May 2022
4. **REPORTS TO COMMITTEE**
 - 4.1 **HR Consultant**
To receive an updated report on the engagement of a HR consultant to advise the Council on HR matters.
 - 4.2 **Staff Appraisals**
To receive a verbal update on staff appraisals.
 - 4.3 **Staffing Matters**
To receive an update on staff 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 To receive a report on progress to date on the Staff Review

6.2 Resourcing the Bar at Caledon Community Centre

7. DATE OF NEXT MEETING

12 July 2022

COLNEY PARISH COUNCIL
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING
TUESDAY 17 MAY 2022, 6.00PM
SPORTS PAVILION, MORRIS RECREATION GROUND, WHITE HORSE LANE,
LONDON COLNEY AL2 1JW

PRESENT: Councillors H Pakenham, K Gardner, M MacMillan & L Winstone

IN ATTENDANCE: A Wingate-Martin, Events Officer
(The Clerk was absent due to a personal matter)

1. APOLOGIES

All present.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the previous meeting held on 15 March 2022 were adopted as a true record of the meeting and would be signed at a later date.

4. REPORTS TO COMMITTEES

4.1 Grounds Maintenance Staff

Cllr Pakenham reported to the committee that a new member of staff had been recruited to the Grounds Maintenance team, on a 6-month probation, on a 30-hour pw contract. There were no further comments.

4.2 Grounds Maintenance Outsourcing

Members were advised that this exercise was in response from the staffing review, to demonstrate good governance and value for money. Members received a draft specification to be used as the basis for a more detailed response. Members noted that it had been a difficult time for the Grounds Maintenance team due to a lack of staff and that this had affected the detail for the specification. Members asked for the specification to be considered by the HR committee prior to referral to Finance & General Purposes. It was **RESOLVED** to:

Refer this item to Finance & General Purposes in September 2022

4.3 HR Consultant

Members received a report with quotations for an HR consultant. Members noted that it had been difficult to compare quotations on an equal basis because of the bespoke nature of the sector. Members noted that there had only been an increase in the Subscriptions budget of £1,000 and the quotations exceeded that amount. Members were concerned but recognised the benefits of this level of expertise in advising the council on HR matters but wanted to ensure that it demonstrated value for money.

Members considered the quotations and the length of the contract. Members considered that 3 years was the preferred length of contract. Members needed confirmation on the budgetary position.

It was **RESOLVED** to:

Ascertain that the budget is available for a 3-year contract, if there is no budget then the item is to be deferred to another meeting.

4.4 Staff Appraisals

Members requested that the Clerk's appraisal is undertaken prior to the staff's appraisals being undertaken. This will be undertaken by the Chairman of the Council and the Chair of this committee.

4.5 Members of Grounds Maintenance Association

Members received this report. Members agreed that corporate membership would be helpful with regards to access to training. Members noted that the Clerk had membership of the Society of Local Council Clerks. Members noted that this had not been included in the budget for subscriptions but considered that as the sum was relatively small at £175 per annum, it would be an additional resource and a positive for risk management. It was **RESOLVED** to:

Take out a corporate subscription to the Grounds Maintenance Association.

5. WORK PROGRAMME

Members received the work programme for this committee. It was noted that the Clerk had been asked to include an update on the Staff Review for July's meeting and the implementation of seasonal hours for grounds staff.

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

Members noted that as the Clerk was not present, there was no update on this item.

7. DATE OF NEXT MEETING

12 July 2022.

The meeting closed at 1830.

Signed: Date:

LONDON COLNEY PARISH COUNCIL

COMMITTEE: HUMAN RESOURCES

DATE: 17 MAY 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: HUMAN RESOURCES CONSULTANT

1. SUMMARY

- 1.1 It was agreed by this committee at the meeting on 15 March 2022 to seek quotations for a HR consultant to offer technical support to the Clerk on HR matters.
- 1.2 These quotations were considered at the meeting held on 17 May 2022 but because the sums quoted exceeded the amount that was agreed in the budget, Members felt that they could not decide if it meant that the budget would be exceeded.

2. RECOMMENDATION

- 2.1 Members are asked to reconsider their decision made at the last meeting in the light of the new information contained in this report (item 4) and advise the Clerk how they wish to proceed.

3. BACKGROUND

- 3.1 The [Good Work Plan](#) introduced by HM Government in December 2018, was a result of the Taylor Review into modern working practices. It was held to ensure that the labour market could adapt effectively to embrace changes in work practices, whilst protecting worker's employment rights.
- 3.2 Included in the Good Work Plan were items relating to holiday pay and contracts of employment. As part of the specification for an HR consultant, it included in year one, a review of all employee's contracts of employment to ensure that they met current statutory requirements, as well as a review of the staff handbook.
- 3.3 It has been difficult to obtain quotations which can be compared on an equal basis. There are several large HR providers in the market who offer a wide service including online advice.

Contractor A	3-year contract	£1550 per annum
	5-year contract	£1350 per annum

Contractor B	5-year contract	£1940 year one
		£2425 year two onwards

- 3.4 Contractor A has been used by the parish council previously for HR advice and governance support.

4. FINANCE

4.1 There is a budget for professional costs (100/4580) and an additional £1000 was included in the budget for 2022-23 to facilitate the engagement of an HR consultant. Other expenditure in this budget in 2021/22 was:

- Occupational health assessment for a member of staff
- Job evaluation report
- Ad hoc HR advice

Therefore, it is likely that engaging an HR consultant at a cost of £1550, and no other expenditure in the year, the budget will be not exceeded.

4.2 There is also a legal and profession fees budget (100/4565) which has a budget for 2022/23 of £3000. This is used primarily for legal fees.

4.3 Budgets are often exceeded and provided that the Council are made aware that this fact when making any decision, then it is an appropriate situation. Parish Councils often find instances where they have to make expenditure that it is not budgeted for e.g., bailiffs for traveller removal.

4.4 If the budget is exceeded, then Members will know to increase the budget for the following year. The alternative is to make a virement from another budget but at this early stage of the financial year, it would be hard to decide which budget to make a virement from and this approach is not recommended.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	There is a budget for this expenditure
Resources (including workforce)	Effective management of workforce
Risk Management	Reduces risk of employment tribunal

Human Resources Work Programme 2022-23

Date of Meeting	Matter for Consideration	Responsible Officer	Background Information	Source Document (if applicable)
12/07/2022	Facilities Officers	Clerk	To receive an update on the appointment to this position	
	HR Consultant	Clerk	To receive an update on the funding position for this contract	
	Staff Review	Clerk	To receive an update on progress in the implementation of recommendations	Staff Review
	Bar Staffing and Outsourcing of the Bar Function	Clerk	To review the bar staff provision, including contract of employment and outsourcing of the bar operation	Referral from F&GP
13/09/2022	Staff Handbook	Clerk	To receive an update on the review of the staff handbook by the HR consultant	Review of policies
	Health and Safety Policy	Clerk/GM Manager	To review the parish council's health and safety policy	Review of policies
	Equality & Diversity Policy	Clerk	To review the parish council's Equality & Diversity Policy	Review of policies
	HR Budget 2023-24	Clerk	To review the parish council's staff budget for 2023-24	Budget setting
	Staff Appraisals	Clerk	To receive an update on staff appraisals and review any training needs	
08/11/2022	Christmas Opening Hours	Clerk	To review the hours of operation during Christmas holidays	
10/01/2023				
14/03/2023	Training and Development Policy	Clerk	To review the parish council's training and development policy	Review of policies
	Unreasonable Complainant Behaviour Policy	Clerk	To review the parish council's Unreasonable Complainant Behaviour Policy	Review of policies