



LONDON COLNEY PARISH COUNCIL

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

11 May 2022

You are hereby summoned to attend a **HUMAN RESOURCES COMMITTEE** meeting to be held on **TUESDAY 17 MAY 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 15 March 2022
4. **REPORTS TO COMMITTEE**
 - 4.1 **Grounds Maintenance Staff**
To receive a verbal update on the recruitment of grounds staff.
 - 4.2 **Grounds Maintenance Outsourcing**
To receive a grounds maintenance specification to investigate outsourcing.
 - 4.3 **HR Consultant**
To receive a report on the engagement of a HR consultant to advise the Council on HR matters.
 - 4.4 **Staff Appraisals**
To receive a verbal update on staff appraisals.
 - 4.5 **Membership of Grounds Maintenance Association**
To receive a report about membership of the Grounds Maintenance Association
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

12 July 2022

COLNEY PARISH COUNCIL
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING
TUESDAY 15 MARCH 2022, 11.00AM
SPORTS PAVILION, MORRIS RECREATION GROUND, WHITE HORSE LANE, LONDON
COLNEY AL2 1JW

PRESENT: Councillors H Pakenham, M MacMillan & L Winstone

IN ATTENDANCE: E Payne, Clerk
L Casling, Grounds Maintenance Manager (item 4.1)

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 8 February 2022 were adopted as a true record of the meeting.

4. REPORTS TO COMMITTEES

4.1 Grounds Maintenance Staff

Members were advised that there had been insufficient interest in the advertisement to recruit a replacement grounds staff. Members raised concerns that with the Spring/Summer there is insufficient resources to maintain the grounds maintenance assets to the required standard. To this end, Officers advised the meeting of indicative costs of outsourcing parts of the grounds maintenance operation to an external contractor. It was **RESOLVED** to:

Have a specification drawn up by the Grounds Maintenance Manager to outsource parts of the grounds maintenance operation, including possible variances in the frequency of grass cutting, to be approved at the next meeting.

4.2 Pay Award

Members received a report summarizing the nationally awarded pay rise of 1.75%. Members were advised that the council had included a 2% pay rise in the budget. It was noted that the pay rise would be backdated to 1st April. The guidance from NALC was to pay back pay to ex-employees and it was **RESOLVED** to:

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

4.3 HR Consultant

Members received a proposed specification to hire a HR consultant. Members approved the specification and noted the addition of inclusion of performance management including monitoring systems. Members asked if the HR consultant would advise on new contracts of employment to be implemented after the prioritised

recommendations in the staff review were completed, and it was confirmed that this would be included in the HR advice. It was **RESOLVED** to:

Circulate the HR consultant specification for quotations to be submitted to the next meeting.

5. WORK PROGRAMME

Members received the work programme for this committee and its contents was noted.

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 received a report to update them on the redundancy situation and recruitment process. It was **RESOLVED** to:

- a) Note the progress to date***
- b) Pay statutory redundancy where applicable***
- c) Approve the advertisement for Facilities Officers***

7. DATE OF NEXT MEETING

To be confirmed.

The meeting closed at 1135.

Signed: Date:

LONDON COLNEY PARISH COUNCIL

COMMITTEE: HUMAN RESOURCES

DATE: 17 MAY 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: GROUNDS MAINTENANCE CONTRACT

1. SUMMARY

1.1 At the HR committee meeting on 17 March 2022, Members asked Officers to look into compiling a specification for the ground's maintenance operation for the parish council. This was in light of concerns raised by Members that there was a vacancy in the ground's maintenance team, at the time when they were at their busiest and the parish council might need to go out to seek additional support to ensure that this part of the parish council's operation was fulfilled.

1.2 This report outlines this specification.

2. RECOMMENDATION

2.1 Members are asked to:

- a) Consider the specification outlined in this report
- b) Recommend to Finance & General Purposes that a tender exercise for the outsourcing of the ground's maintenance operation is undertaken.

3. BACKGROUND

3.1 It is good practice that parish councils benchmark all areas of their operation to ensure that they are operating value for money when undertaking their services. The parish council has already outsourced the operation of the lunch club following this best practice.

3.2 When the Localism Act was introduced in 2011, Best Value Statutory Guidance was adopted to ensure that local authorities plan for continuous improvement in the way in which its functions are exercised, having regard to the combination of efficiency, economy, and effectiveness.

3.3 The parish council is responsible for grounds maintenance across various sites in London Colney, which includes sports, recreation, and buildings. The grounds maintenance team is responsible for all of those areas with a team of 2 full time members of staff and 1 member of staff on 30 hours per week. They have a workshop with grounds maintenance equipment including a tractor and two vehicles.

3.4 The attached specification is a working document, to be enhanced with more detail including maps showing the location of the site, total area of grounds to be maintained and the exact nature of the grounds maintenance to be undertaken e.g., is the area a football pitch and if so, what height should the sward be maintained at?

4. FINANCE

- 4.1 The annual budget for grounds maintenance is £128,899 which is 33% of the parish council's overall budget of £392,965.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 5
Equalities	N/A
Environmental/Sustainability	The Grounds Maintenance operation is an intrinsic part of the parish council's climate change and biodiversity plan
Crime & Disorder	N/A
Financial	This exercise demonstrates the parish council benchmarking the grounds maintenance operation to demonstrate value for money
Resources (including workforce)	Implications on workforce
Risk Management	N/A

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Bins	2	2	2	2	2	3	3	3	2	2	2	2
Grass	0	0	2	2	3	2	3	2	2	1	1	0
Hedges	0	0	0	0	0	1	0	1	0	0	1	0

Cricket To fully maintain a cricket square and boundary for the season. With a between 2 to 4 wickets per week including cutting and marking the boundary.

Bins All bins emptied and new bags installed as per schedule

Grass Sites = Morris Recreation Ground, Walsingham Way, Shenley Lane Recreation Ground, Napsbury Sports Ground and Caledon Community Centre
All sites to be cut as per Schedule.

Hedges All hedges on all sites to be cut fully removing all debris to own site as per Schedule.

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.

2. RECOMMENDATION

2.1 Members are asked to consider the report 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.

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

LONDON COLNEY PARISH COUNCIL

COMMITTEE: HUMAN RESOURCES

DATE: 17 MAY 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: MEMBERSHIP OF GROUNDS MAINTENANCE ASSOCIATION

1. SUMMARY

1.1 This report outlines the benefits of membership of the Grounds Maintenance Association (GMA) for staff to obtain advice on modern working practices relating to the maintenance of the parish council's assets.

2. RECOMMENDATION

2.1 Members are asked to consider the recommendation that they pay a subscription to this association.

3. BACKGROUND

3.1 The GMA is a not-for-profit organisation which set up in 1934 to improve the standard of groundsmanship. It incorporates the Institute of Groundsmanship. It is seen as the leading body for grounds management, recognised by the National Governing Bodies for Sport and the public and private sector for its industry knowledge and technical expertise.

3.2 Benefits of membership include:

- Training courses on pitch management including cricket and football
- Resource library
- Advice and guidance
- Turfcare advisory service
- Site audits
- Pitch advisory service

3.3 To date, only the Grounds Maintenance Manager has qualifications in grounds maintenance. Membership of this organisation would allow other staff to gain access to training and advice.

3.4 Membership would also allow the parish council to improve and enhance its working practices, implementing new way of working and ultimately, improving the customer experience.

3.5 The Clerk has membership of the Society of Local Council's Clerk as part of her contract of employment.

4. FINANCE

- 4.1 An organisation membership for a local authority is £175 per annum. This could be met by the budget for subscriptions (100/4540). This has not been budgeted for in 2022/23.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	New methods of working would support the Council's climate change and biodiversity action plan
Crime & Disorder	N/A
Financial	Not budgeted for in 2022/23
Resources (including workforce)	Continuous improvement of staff resource.
Risk Management	N/A

Human Resources Work Programme 2022-23

Date of Meeting	Matter for Consideration	Responsible Officer	Background Information	Source Document (if applicable)
12/07/2022	Staff Handbook	Clerk	To receive an update on the review of the staff handbook by the HR consultant	
	Facilities Officers	Clerk	To receive an update on the appointment to this position	
13/09/2022	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
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