



LONDON COLNEY PARISH COUNCIL

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

26 January 2023

You are hereby summoned to attend a **HUMAN RESOURCES COMMITTEE** meeting to be held on **TUESDAY 7 FEBRUARY 2023, 6.00 PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD LONDON COLNEY AL2 1PU**

Emma Payne
Clerk

AGENDA

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|---|----------------|
| 1. APOLOGIES
To receive apologies for non-attendance | |
| 2. NOTIFICATION OF SUBSTITUES
To receive notifications of substitutions made to the Clerk | |
| 3. DECLARATION OF INTERESTS
To receive members declarations of interest in items on the agenda. | |
| 4. MINUTES AND MATTERS ARISING (FOR INFORMATION ONLY)
To approve the minutes of the meeting held on 30 November 2022 and note any matters arising (for information only). | 3 |
| 5. REPORTS TO COMMITTEES | |
| 5.1 Recruitment
To receive a verbal update on recruitment | |
| 5.2 Staff Handbook
To receive an update on the staff handbook | |



6. WORK PROGRAMME

To receive this committee's Work Programme

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 Grounds Maintenance Staff

7. DATE OF NEXT MEETING

14 March 2023

**LONDON COLNEY PARISH COUNCIL
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING
WEDNESDAY 30 NOVEMBER 2022, 6.00PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

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

IN ATTENDANCE: Emma Payne, Clerk

1. APOLOGIES

All present.

2. DECLARATIONS OF INTEREST

There were no declarations of interest on items on this agenda.

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the previous meeting held on 27 September and 4 October 2022 were adopted as a true record of the meeting.

4. REPORTS TO COMMITTEES

4.1 Review of Staff Contracts

Members received a report on the new contracts of employment and the appointment of staff on a sliding pay scale, and not the current practice of a single salary scale point. Members noted that this was a recommendation from the staff evaluation. Members considered the request and the financial implications on the budget. Members considered that implementing this recommendation would help with staff morale and recruitment. Members noted that the staff contracts could not be issued until this matter is agreed, as it is an essential part of the staff contract.

Members also noted that the implementation of summer/winter hours for the grounds maintenance staff would be deferred until January 2023 to accommodate the timetable of events. It was **RESOLVED** to:

- a) Note the progress to date on the implementation of new contracts of employment
- b) Note the implementation of the new terms and conditions for the ground's maintenance staff.
- c) Implement a sliding pay scale with effect from April 2023.

4.2 Update on Recruitment

Members received a verbal update on recruitment and noted that the deadline for applications had been extended for all positions. Members were advised that the Clerk would give this more attention after the current round of meetings and events had been completed. The Clerk will provide another update at the next meeting.

4.3 National Pay Award 2022/23

Members received a report outlining the confirmed National Pay Award for 2022/23 and noted its contents. The pay award included an additional day's holiday for all staff. Members noted the financial implications of the pay award. It was **RESOLVED** to:

Note the report.

5.4 Performance Management and Training Development

Members received a report on the training needs identified from performance management. It was **RESOLVED** to:

Note the report.

5.5 Parish Council Christmas Opening

Members received a report outlining the operating days of the office during the Christmas period. The Chairman of the Parish Council offered £100 from the Chairman's allowance towards refreshments for the staff at a Christmas meal. Members noted that the grounds maintenance team would work a skeleton programme of maintenance as there was no sport during the holiday season. It was **RESOLVED** to:

Note the report

5. WORK PROGRAMME

Members noted 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 Grounds Maintenance Staff

Members received a verbal report regarding a health condition affecting a member of staff and how this will affect the delivery of the grounds maintenance function. The Clerk would update the next meeting.

7. DATE OF NEXT MEETING

10 January 2023.

The meeting closed at 1835.

Signed: Date:

Human Resources Work Programme 2022-23

Date of Meeting	Matter for Consideration	Responsible Officer	Background Information	Source Document (if applicable)
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
	Staff Review	Clerk	To receive an update on staff review actions and progress to date	