



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
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Hill End Lane, St Albans
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HR COMMITTEE MEETING

Thursday 27th JUNE 2019, 7.30pm Highfield Park Trust Office Atrium

PRESENT: Cllr S Blunt, Cllr P Cook, Cllr C Brazier, Cllr C Hathaway, Cllr R Solts and L Chaplin – Clerk/RFO

APOLOGIES: None required

1. ELECTION OF CHAIR

Proposed by Cllr Cook and seconded by Cllr C Brazier that Cllr Solts be the HR Chairman. This was agreed by those present.

2. FUTURE MEETINGS

- It was noted that meetings would be 3 times a year the next being October to discuss budget requirements and then in February for appraisals and salary review.

3. TERMS OF REFERENCE

- The terms of reference were changed from 3 to 5 members and this was **RESOLVED**. However later in the meeting it was further **RESOLVED** that the terms of reference be amended to include the Vice-Chairman of the Council as the 6th member of the HR Committee. Cllr Ouzman would be advised. It was also noted that the appropriate quorum for this Committee was three members.

4. POLICIES & PROCEDURES

- Members reviewed the **Disciplinary Procedure** it was confirmed that the general scope had not changed. The Clerk confirmed that it was unwise for her to give advice on this occasion and the document had been checked with an independent HR consultant. The Clerk was checking on the makeup of the panels with regard hearings with the Clerk. It was here that the debate concerning the 1st and 2nd panels were discussed and that the Council Chairman would be on the 2nd appeal panel but that the Vice-Chair should be on the 1st panel and therefore on this Committee as a member.
- The **Grievance policy** was adopted unchanged.
- The **Anti-Bullying & Harassment at Work Policy** this policy remained unchanged. There was a question from Cllr C Brazier as to who the staff went to in the event of an issue and this was clarified within the policy.
- The **LGPS Scheme** was presented and adopted unchanged.
- The **Capability Procedure** was adopted unchanged with the exception of the numbering of 2.3 and the insertion of the word 'independent' at 2.2.1.

5. ADMINISTRATION & PROCEDURES

- Absence reporting was discussed. Overtime was discussed and reviewed. It was agreed that the reporting of absence and overtime would be the same as the previous procedures.
- It was agreed that the overtime for the Clerk would be capped at 20 hours per month and any increase in this would have to be by exception and agreement in advance



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from the Chairman of Full Council or the Chairman of the HR Committee, unless there was an emergency that took precedence.

TRAINING & DEVELOPMENT

- It was confirmed that all training courses were booked through the Clerk/RFO and this was staff or councillors.
- Staff training would continue to be offered.

CLERK TRAINING REQUEST

- Questions were asked and debate followed. The proposal was again placed to a vote. Motion not recommended.

CLERK CONTRACT

OUTSTANDING STAFF APPRAISAL

- There was one staff appraisal outstanding, but this required input from the Environment Committee.

6. RECRUITMENT

- It was confirmed again that the recruitment should be cost neutral. It was unanimously **RESOLVED** that the recommendation of the HR Committee was to appoint an Assistant to the Clerk working 12-15 hours. The Clerk would respond to the public question from June 2019 in writing with an appropriate response.
- **OPEN SPACES VACANCY**
It was agreed that this would need further discussion by the Environment Committee. The Environment Committee would address the second public question raised in Full Council June 2019.

8. ANY OTHER BUSINESS

The Chairman agreed to have any other business from members:

- Cllr C Brazier raised the issue of complaints regarding flower beds and planting. Complaints would need to be raised with the Clerk directly to justify expenditure from the public purse. The Environment Committee would be addressing any further resources from their budget with regard planting and the future of some areas.
- The Clerk raised some urgent business but asked Cllr C Brazier to leave the meeting as he had a pecuniary interest in the matter to be discussed.
Cllr C Brazier left the meeting at 9.53pm

Meeting ended at 10.10pm