



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
 Highfield Park Visitor Centre
 Hill End Lane
 St Albans AL4 0RA

Village Office
 83 High Street
 Colney Heath
 Hertfordshire AL4 0NS

Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

**MINUTES OF THE COLNEY HEATH PARISH COUNCIL
 HR COMMITTEE MEETING
 HELD VIRTUALLY
 THURSDAY 11 JUNE 2020, 8.45pm**

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| Members in attendance |
| Cllr P Cook Cllr J Mulroney Cllr R Solts (Chairman) Clerk of the Council, Ms. L. Chaplin |
| Due to the nature of the virtual meetings it is noted that members of the public may join and leave without notice so only Councillors leaving and joining the meeting will be documented. |
| Other attendees |
| None |

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| HR-01 | APOLOGIES & ANNOUNCEMENTS Cllr C Brazier had sent his apologies that he may be late as he was at a District Council meeting. |
| HR-02 | DECLARATIONS OF INTEREST None declared and received |
| HR-03 | QUESTIONS FROM THE PUBLIC No public present |
| HR-05 | MINUTES OF THE PREVIOUS HR COMMITTEE The minutes of the meeting held 30 January 2020 were noted as being presented to Full Council as Item 20/124 in February 2020 and recommendations were accepted. The minutes were accepted by the Committee as a true and accurate record duly proposed and seconded then unanimously RESOLVED by a show of hands. |
| HR-06 | COVID-19 RISK ASSESSMENT The papers circulated were noted, the Committee requested the actions contained within be implemented immediately with their full agreement. Council would be informed via the official minutes and that subject to Government updates this plan would be reviewed monthly or as legislation requires. The risk assessment was duly proposed and seconded then RESOLVED unanimously by a show of hands. It was noted that neither parish office was large enough to accommodate two members of staff working in the same place at the same time. There was a plan in place for all members of staff to work with minor changes to hours. |
| HR-07 | GOVERNANCE – HR POLICIES Members noted the papers circulated. The following policies were unanimously RESOLVED to be adopted and published on the CHPC website: <ul style="list-style-type: none"> • Overtime/TOIL • VDU, Eye Examination & Glasses Policy • Lone/Home Working All policies would be reviewed in 2 years' time. |
| HR-08 | CLERK REPORT Members noted the report circulated. Working from home was discussed and it was duly proposed, seconded and RESOLVED unanimously that an allowance be paid for broadband paid to the Clerk who had worked at home since 20 th March 2020 the value of up to £40 per month inclusive of VAT. |



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It was noted that the Assistant to the Clerk would now be the administrator for the Environment Committee, carrying out tasks and taking minutes at meetings. The Clerk confirmed that she would continue to oversee the budget and would attend meetings at the request of the Committee Chairman.

The holiday carry over for 2019/20 was noted for each member of staff and it was approved by the Committee that 5 days were to be approved to be carried over into 2020/21 by the Clerk/RFO.

The current laptop used by the Clerk should be replaced and the Committee suggested replacement this year a delegated budget was approved for an i7 laptop to be purchased along with a monitor for home use. Committee Chairman asked if the laptop could be purchased preloaded to save costs. A delegated budget of no more than £1000 to be spent and authorisation of the items purchased would be managed and delegated to the Clerk and the HR/Finance Chairman prior to purchase.

A discussion on the use of personal alarms would be held with staff and an investigation with the HPT administrator as to the purchase of fobs connected to the alarm system.

The Committee **RESOLVED** under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted.

9.20pm Chairman closed the public meeting

MINUTES OF THE COLNEY HEATH PARISH COUNCIL HR COMMITTEE MEETING HELD VIRTUALLY THURSDAY 11 JUNE 2020, 9.20pm (Private Session)

Members in attendance

Cllr P Cook
Cllr J Mulroney
Cllr R Solts (Chairman)
Clerk of the Council, Ms. L. Chaplin

CLOSED SESSION commenced 9.20pm

HR-08 STAFF SALARY INCREASES

Members noted the report circulated. Councillors unanimously recommended with regards to the staff member noted an increase in salary from SCP 9 to SCP 12 and that this would include any increase from the delayed April 2020 pay increase. There would be no further review until April 2021. Subject to Council confirmation and approval a letter would confirm these arrangements with the member of staff.

It was further noted in relation to staff salaries an increase should be reviewed. The member of staff was paid an hourly rate. The Committee recommended that this member of staff receive a 5% increase above the minimum wage. This was agreed



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unanimously and subject to Council confirmation and approval action to implement should be backdated to April 2020 with a letter to the member of staff.

The HR Committee wished to recommend that any future increases were automatically implemented by the RFO after receipt of the review of the National Joint Council (NJC). It was noted there remained a delay in these negotiations and that two other members of staff would be required to await this outcome prior to the yearly increase being implemented. Any late increases would be backdated to April 2020.

Meeting closed at 9.38pm

L Chaplin
Clerk to the Council
Drafted 15/06/2020

Presented and recommendations
Approved by Full Council
25/06/2020 Item 28