



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 3 SEPTEMBER 2020, 7pm**

Members in attendance
Cllr C Brazier 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

HR-09	APOLOGIES & ANNOUNCEMENTS None received in advance of the meeting. It was noted that Cllr C Brazier had no working microphone.
HR-10	DECLARATIONS OF INTEREST None declared or received
HR-11	QUESTIONS FROM THE PUBLIC No public present
HR-12	MINUTES OF THE PREVIOUS HR COMMITTEE The minutes of the meeting held 11 June 2020 were noted as being presented to Full Council as Item 28 on 25 June 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-13	SOCIAL MEDIA The statement now noted on the Parish Council website referring to commenting being switched off was noted by Council. The pages of Facebook and Twitter are run by the Parish Council staff and are not meant to circumvent the official reporting or communication process. The practice of other Parish Councils was discussed and referenced. Committee were content for the commenting to continue to be switched off and for the pages to be for information only.
HR-14	CLERK REPORT <ul style="list-style-type: none"> It was confirmed that the Common Ranger would be happy to wear a personal alarm and has opted for the MicroGuard or Micro SOS alarm Committee delegated authority to the Clerk to research the better option which included GPS tracking and proceed with ordering. The Clerk reported the pay award for 20/21 has now been received and is a 2.75% increase plus one further day of annual leave. This will be automatically implemented and backdated to April 2020 as per the recommendation at the last Committee meeting. A questioned asked concerning the impact of the staff pay increase on the budget and would this involve an overspend. The Clerk confirmed that currently expenditure would be within £16 of allocated budget for staffing. The HR Chairman applauded both the Clerk, the HR Committee and members of Council who worked hard to obtain extra admin support for the Parish Council.



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

It showed there was no increase in the Precept from moving from 2 officers to 3, In addition productivity had increased and the work life balance improved providing an improved and better impact on the mental health and wellbeing of the Council staff.

- Also raised was the change in contract due to a standard model contract having been issued to the Common Ranger. HR Committee requested an HR specialist look over the contract and any changes would be brought to the next HR Committee meeting.

ACTION: CLERK

- Assistant to the Clerk is now on Annual Leave until 21st September and Finance Officer goes on Annual Leave from 10th September returns 17th September.
- Clerk is now a qualified CiLCA (Certificate in Local Council Administration Level 3) trainer and is assisting in delivering first training session on 22nd September. Any time taken to deliver training or mentor candidates will be taken as annual leave or time in lieu. Community Governance Level 4 will be completed in November 2020. Committee asked for a report of what the Clerk has covered in the two-year qualification and would like to review the training and development budget. It was agreed a report would be prepared for the next HR Committee meeting.

ACTION: CLERK

- The Clerk is disappointed to have been the subject of debate at a recent meeting in which her advice and factual information given to members was remarked to be wrong. No further challenge or official outcome of the meeting which involved members of the public, Parish, District and County Councillors had been received. It was noted by more than one attendee of the meeting that the Parish Council was being run by the Parish Clerk too strictly to the rules and that in other neighbouring Parish Councils where there are dual hatted Councillors some rules are not always followed or that they knew which rules may be bent slightly. The Clerk advised the HR Committee that whilst she remained in post "**all rules**" would continue to be adhered to. The Clerk would like to reiterate that should any councillor feel that the Clerk is incorrect in her advice or with any facts and feels unable to raise this directly with the Clerk then they should raise the matter in the first instance with HR Chairman or if required the Chairman of Council. As a Parish Council employee this should be done out of courtesy prior to discussing the matter in public in front of residents, District or County Councillors.

Meeting closed at 7.27pm

L Chaplin LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 04/09/2020
Presented to Full Council 24/09/2020
Approved at 20/21-55