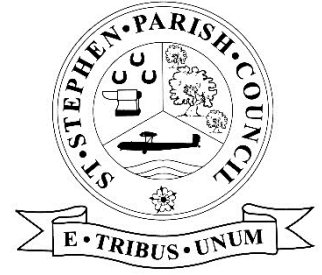


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street



CLERK TO THE COUNCIL : MRS JULIET PIENAAR
THE PARISH CENTRE STATION ROAD BRICKET WOOD
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Minutes of the **HR Committee meeting** held on **Friday 13th April 2018** at **2pm**
Venue: **The Parish Centre, Station Road, Bricket Wood, St Albans. AL2 3PJ**

Present

Cllr Dorothy Kerry (Chair)

Cllr John Bell

Cllr Bill Pryce

Cllr Nicholas Tyndale

Cllr Eileen Whittaker

Also present:

Sue Campbell taking Minutes

Under the Terms of Reference of this committee the public and accredited representatives of the press are excluded, in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1982. This is due to the confidential nature of the business to be discussed.

1. To receive and accept apologies for absence
Apologies for absence were received from Cllr Karen Hurford.
2. Declarations of interest and dispensations
 - a. To receive declarations of interest from councillors on items on the agenda
None
 - b. To receive written requests for dispensations for declarable interests
None
 - c. To grant any requests for dispensation as appropriate
None
3. To approve the minutes of the meeting held on 2nd March 2018
Deferred in the absence of notes due to Clerk sickness.
ACTION: Cllr Kerry to follow-up

4. To review recommended payment under the Acting Up Policy
RESOLVED: In view of the exceptional circumstances, to make an ex-gratia payment in recognition of additional duties undertaken by the Deputy Clerk in supporting the Clerk's phased return during December and January, at the level recommended by in the Acting Up Policy. Proposed Cllr Pryce, seconded Cllr Whittaker, unanimous.

5. To consider ongoing management of staff status re staff long term sickness
AGREED: To provide a forum and structure for communication in order to ensure the smooth and efficient running of Council services, members of the HR Committee will meet with the Head Groundsman, Centres Manager and lead of the office staff on a weekly basis commencing Friday 20th April at 9am. Other means of offering day to day guidance and support will be investigated.
The Clerk is currently signed off until 27th April.
The Admin Assistant is awaiting an Occupational Health Report.
The Senior Groundsman is on a phased return undertaking light duties.

6. To consider a claim for personal injury
Referred to insurers. Complainant letter acknowledged.

7. To consider a complaint against staff member
AGREED: There being no witnesses, the complaint has been noted and Cllr Kerry will organise a follow-up meeting with the staff member.

Meeting closed 3.38pm

Chairman

Date