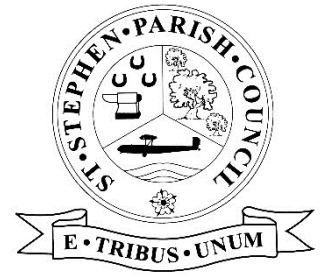


ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

CLERK TO THE COUNCIL : MRS JULIET PIENAAR
THE PARISH CENTRE STATION ROAD BRICKET WOOD
ST ALBANS HERTS AL2 3PJ
Tel: 01923 681443 Fax: 01923 681338
Email: clerk@ststephenparishcouncil.gov.uk
Web: www.ststephenparishcouncil.gov.uk



Minutes of the **HR Committee meeting** held on **Tuesday 29th May 2018** at **2.30pm**
Venue: **The Parish Centre, Station Road, Bricket Wood, St Albans. AL2 3PJ**

Present

Cllr Dorothy Kerry (Chair)

Cllr John Bell

Cllr Karen Hurford

Cllr Nicholas Tyndale

Cllr Eileen Whittaker

Also present:

Sue Campbell taking Minutes

Clive Payne, Locum Manager

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.

1819/HR/001 Election of the Chairman

RESOLVED: Proposed Cllr Hurford, seconded Cllr Bell, unanimous, that Cllr Kerry serve as Chairman for the coming year.

1819/HR/002 To receive and accept apologies for absence

Apologies were received and accepted from Cllr Pryce.

1819/HR/003 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

1819/HR/004 To approve the minutes of the meeting held on 8th May 2018
APPROVED: Proposed Cllr Bell, seconded Cllr Whittaker, unanimous.

1819/HR/005 To receive an update on the appointment of Locums
The Locum Clerk identified is no longer available, an alternative is being sought. DCK Accounting Solutions continue to give financial and payroll support. Clive Payne is now in-place as Locum Manager.

1819/HR/006 To receive an update on staff
Clive Payne reported that he has held meetings with all staff and visited all sites. Going forward he will continue to meet regularly with individuals and with the team, therefore the fortnightly meetings of the HR Committee and team leaders will now cease. Working processes/procedures and structures are being clarified. He is also managing the staff member's phased return.

1819/HR/007 To receive an update on the claim for personal injury
No update.

1819/HR/008 To receive an update on the complaints against staff members
No update

1819/HR/009 To set dates for future meetings in addition to the normal cycle
Thursday 14th June, 2.30pm

Meeting closed 4.15pm

Chairman

Date