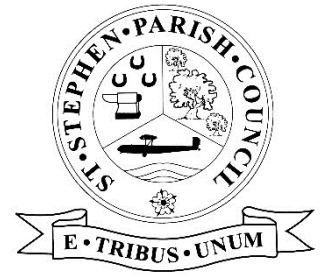


# ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

CLERK TO THE COUNCIL : MRS JULIET PIENAAR  
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Minutes of the **HR Committee meeting** held on **Tuesday 29<sup>th</sup> 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 8<sup>th</sup> 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 14<sup>th</sup> June, 2.30pm

Meeting closed 4.15pm

Chairman

Date