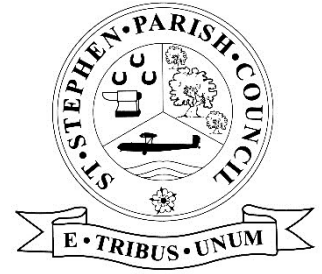


ST STEPHEN PARISH COUNCIL

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 8th 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 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
None; all present.
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 26th April 2018
APPROVED: Proposed Cllr Pryce, seconded Cllr Whittaker, unanimous.
4. To receive an update on the appointment of a locum Clerk
The appointment of the Locum Clerk identified recently is being progressed, to start in July.
5. To receive an update on staff management
RESOLVED: Proposed Cllr Tyndale, seconded Cllr Hurford, unanimous, to employ Clive Payne for 2 days per week initially for 3 months for day-to-day management. In addition to extend the temporary contract of Sue Campbell for a further 3 months and to investigate Jo Williams' intentions and further availability.
Interviews took place for the Assistant Clerk role and an offer has been made.
Consideration was given to the Admin Assistant's phased return, particularly taking into account the Council's duty of care and avoiding her being in a position of lone-working.
AGREED: to seek the advice of Clive Payne.
It was noted that the National Agreement is for a 2% salary increase for each spinal point.
6. To receive an update on the claim for personal injury
No update
7. To receive an update on the complaint against staff member
No update
8. To set dates for future meetings in addition to the normal cycle
Tuesday 29th May, 2.30pm

Meeting closed 4pm

Chairman

Date