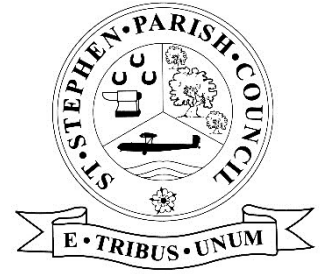


ST STEPHEN PARISH COUNCIL

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 **Thursday 14th June 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 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/010 To receive and accept apologies for absence
Apologies were received and accepted from Cllr Hurford.

1819/HR/011 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/012 To approve the minutes of the meeting held on 29th May 2018
APPROVED: Proposed Cllr Bell, seconded Cllr Tyndale, unanimous.

- 1819/HR/013 To receive an update on staff
ACTION: The Locum Manager to inform the Centres Manager in writing that her employment is confirmed having reached the end of her probationary period. The Admin Assistant's phased return is progressing well with a range of tasks being performed under the guidance and support of the Locum Manager.
- 1819/HR/014 To receive an update on office matters
The Locum Manager has toured all sites and meets with staff on a regular basis. He is instigating a formalised grounds work programme.
The Assistant Clerk is due to start in mid-July.
All staff successfully completed a manual handling course.
A DSE Risk Assessment had been undertaken for the Centres Manager and recommendations from the report are being actioned.
- 1819/HR/015 To receive an update on the claim for personal injury
No update.
- 1819/HR/016 To receive an update on the complaints against staff members
No update
- 1819/HR/017 To set dates for future meetings in addition to the normal cycle
Now that the staffing situation is stabilising with the utilisation of temporary Locums, it was agreed to return to the normal schedule of meetings as agreed at Annual Full Council.

Meeting closed 3.50pm

Chairman

Date