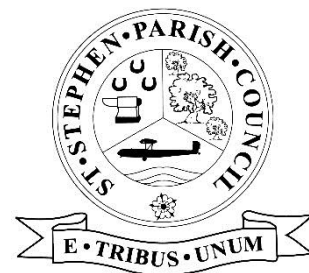


ST STEPHEN PARISH COUNCIL
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Minutes of the **HR Committee meeting**
held on **Thursday 25th October 2018** at **2.30pm**
Venue: **The Cricket Room, Greenwood Park, Tippendell Lane, Chiswell Green, AL2 3HW**

Present

Cllr Dorothy Kerry (Chair)
Cllr John Bell
Cllr Karen Hurford

Cllr Bill Pryce
Cllr Nicholas Tyndale
Cllr Eileen Whittaker

Also present:

Isabel Crozier, Assistant Clerk
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/028 ***To receive and accept apologies for absence***
there were no apologies

1819/HR/029 ***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/030 ***To approve the minutes of the meeting held on 25th September 2018***

RESOLVED: *proposed Cllr Pryce, seconded Cllr Bell,*
that the minutes be approved as a true record
votes in favour: unanimous

Motion Carried

1819/HR/031 ***To receive a report from the Locum Manager on staffing***

- Admin staff member that was on reduced hours through a phased return has now returned to contracted hours.

- A member of the Grounds Staff has returned to work today from two weeks off sick with Sciatica. They are on phased return with amended duties and this is being reviewed weekly.
- Grounds Maintenance Work Programme has been finalised and issued and will continue to be monitored
- The Buildings Maintenance Schedule has been prepared and issued and will be used to prioritise, monitor implementation and inform budget planning.
- The Locum Manager will be reviewing the accountancy arrangements in Feb19 in the meantime he is researching accountancy packages to streamline processes. Currently using Sage at a cost of £181 per month. The Sage contract runs out in December and it is not currently meeting our needs. Awaiting DCK comments on alternative packages.
- Payroll process is under review
- Urgent need to review banking signatories for all accounts and to have an investment strategy.
- Review TOIL provision at future meeting
- No current IT support contract in place, need to establish a fully managed service and strategic approach to IT. Locum Manager has approached 4 companies for comparison quotes. One failed to respond, one wanted payment in order to assess what would be required, one quote is in the region of £6,000 but this would be offset by some existing costs that would be included. This company have been recommended by 4 local councils and Locum Manager has taken up references with a further 3 organisations provided by the company. A fourth company is yet to quote.

RESOLVED: *proposed Cllr Hurford* *seconded Cllr Bell*
to establish a budget and appoint an IT consultancy as a matter of urgency
votes in favour: unanimous **Motion Carried**

ACTION: include additional expenditure on the next Full Council agenda and look into backing up data to an additional hard drive in the meantime

Cllr Whittaker left the meeting at 2.50pm

1819/HR/032 *To consider replacement of the Clerk / Responsible Financial Officer*

A discussion about the process and timetable to replace the Clerk / RFO took place. It was felt that the Parish could be in a position to advertise the job before Christmas but that there was no point rushing the recruitment and it would be better to set the deadline for applications the third week of January as fewer people would be looking at vacancies over the Christmas period.

ACTION: Locum Manager to draft the Job Description and Person Specification and circulate to committee members as soon as possible. Alongside this the Locum Manager should review what is being asked of the Parish Council in preparation for the new Clerk.

1819/HR/033 *To receive a report on the Health and Safety Audit*

The recent Parish Health and Safety Audit was circulated to committee members prior to the meeting along with an action plan laying out how H&S requirements will be met. The Committee expressed concern that there was not an RCD protecting the Parish Centre electrics and asked that this be resolved through the Buildings Committee as a matter of urgency

ACTION: Assistant Clerk to assess the use of HAVS recording equipment and ensure recording of points is being done and monitored.

1819/HR/034 To consider budget forecast for 2019/20

Recommend changes to following budget headings, overseen by HR Committee, for 2019/2020:

- Increase to salaries according to National Pay Award
- Increase Staff Training from £1500 to £3,000
- Make budget provision to cover the new IT service contract

RESOLVED: *proposed Cllr Kerry,* *seconded Cllr Hurford*
that the Council provide £150 of John Lewis Vouchers for the retiring Clerk
Votes in favour: unanimous **Motion Carried**

Meeting closed 4.10pm

Chairman

Date