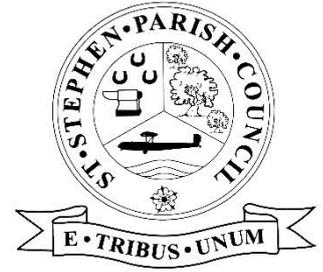


**ST STEPHEN PARISH COUNCIL**  
Bricket Wood, Chiswell Green and Park Street

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Minutes of the **HR Committee meeting**  
held on **Friday 7<sup>th</sup> December 2018** at **9am**

Venue: **The Parish Centre, Station Road, Bricket Wood AL2 3PJ**

**Present**

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

*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/035** ***To receive and accept apologies for absence***  
Apologies received from Cllr Pryce

**1819/HR/036** ***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/037** ***To approve the minutes of the meeting held on 25<sup>th</sup> October 2018***

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

***Motion Carried***

**1819/HR/038** ***To receive a report from the Locum Manager***

- A member of the Grounds staff who has been on restricted duties due to a physical health problem is pretty much back to normal duties but this is being monitored.

- A member of Grounds staff has been on jury duty and has been sworn onto a trial that is likely to last for 10 weeks, meaning that he may not be back at work until towards the end of January. Additional help from a contractor has been brought in for three days to help Grounds staff with fencing and other planned tasks during this period and when another Groundsman is on annual leave.
- Quotes have been received for IT consultants to provide a full IT support contract for the Council.  
**ACTION:** The Locum Manager to circulate a report on quotes received and the background to choosing the preferred IT company.
- The Locum Manager is working on updating the signatories on the various Council bank accounts  
**ACTION:** Locum Manager to ask Councillors to express interest in being a signatory. Assistant Clerk to check if decision needs to be taken at Full Council to agree future signatories.
- **ACTION:** Locum Manager to review the Disciplinary & Grievance Policy and TOIL situation for a future meeting and establish what the current system is for staff appraisals.
- The arrangement for Christmas closure of the office and centres in the past has been that staff are expected to save 5 days of their annual leave to take on given days. This year these days were identified as Friday 21<sup>st</sup>, Monday 24<sup>th</sup>, Thursday 27<sup>th</sup>, Friday 28<sup>th</sup> and Monday 31<sup>st</sup> December, with staff returning on 2<sup>nd</sup> January. It was felt that the five days closure does seem rigid and in this case unnecessary to have the office and centres closed at least on 21<sup>st</sup> December. It was agreed that early in the new leave year in 2019 the Council would review the closure of the offices and centres over the Christmas and New Year period in future years and the current leave arrangements for staff.  
**ACTION:** Locum Manager to canvas staff if they would like to work any of the above dates this year and where possible arrange for them to work over this period, depending on lone working risk assessment.

Cllr Whittaker left the meeting at 9.45am

**1819/HR/039 *To note action on replacement of the Clerk and Responsible Financial Officer (RFO)***

The advert for the recruitment of the Clerk and RFO has been widely promoted. It appeared in the Herts Advertiser on 6<sup>th</sup> December and has appeared on the websites of the Parish, Herts Association of Parish and Town Councils, the Society of Local Council Clerks and is being advertised on the Parish noticeboards and within some other Councils in the area. Further adverts will appear in early January. The deadline for applications is the 22<sup>nd</sup> January 2019 and interviews likely to be during the week commencing 18<sup>th</sup> February. It was agreed that the short listing would be undertaken by the Locum Manager and the Selection Panel which be comprised of three Members of the HR Committee. The Selection Panel to include the Chairman and Vice-Chairman and the Locum Manager agreed to canvas the HR Committee members to seek interest in serving as the remaining member of the Panel.

**ACTION:** Assistant Clerk to ascertain if required and if so arrange an extraordinary meeting of the HR Committee or the Full Council in order to confirm the decision to offer the position of Clerk and RFO to a particular candidate.

**1819/HR/040 To receive an update on the Health and Safety Action Plan**

The Assistant Clerk updated the Committee on progress on the Health and Safety Action Plan. Graham Myatt, H&S consultant, had spent a day with the Assistant Clerk, Senior Groundsman, Groundsman and Maintenance Man to review the Risk Assessments. This highlighted the need for updating the current risk assessments, having more generic activity and site risk assessments. This review also highlighted the need to create checklists for regular activities and a template for a dynamic risk assessment for a one off task. The Assistant Clerk is meeting on a weekly basis with Grounds and Maintenance Staff to progress these and the remaining actions from the recent H&S Audit.

Abrasive wheel and working at height training for grounds and maintenance staff has been arranged. The Groundsman will be undertaking chainsaw training and a trailer driving test early in the New Year. Quotes for the tree safety survey have started coming in and the cost is likely to be in the region of £9,000.

Meeting closed 10.08 am

Chairman

Date