

# COLNEY HEATH PARISH COUNCIL

✉ Address: Highfield Park Visitor Centre, Hill End Lane AL4 0RA  
 ☎ Telephone: (01727) 825 314  
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## MINUTES OF COLNEY HEATH PARISH COUNCIL STAFFING COMMITTEE MEETING HELD AT THE STUDIO, COLNEY HEATH VILLAGE HALL ON MONDAY 6 NOVEMBER 2023, 7.30pm Redacted

<b>Members in attendance</b>	
Cllr T Burns Cllr J Clemow	Cllr S Parish Clerk of the Council, Mrs L Peters
<b>Other attendees</b> 0 members of the public	
<b>23/24 SC-01</b>	<b>APOLOGIES &amp; ANNOUNCEMENTS</b> No apologies were required as all members in attendance. Cllr Clemow took the Chair and noted his recent Councillor training, noting that the Parish Council were dealing with a 'unique' employment situation.
<b>23/24 SC-02</b>	<b>DECLARATIONS OF INTEREST</b> a) There were none raised or confirmed. b) It was confirmed that no written requests for dispensations were received.
<b>23/24 SC-03</b>	<b>QUESTIONS FROM THE PUBLIC</b> <i>There were no members of the public in attendance so this item was not required.</i>
<b>23/24 SC-04</b>	<b>MINUTES OF THE PREVIOUS MEETINGS OF THE COMMITTEE</b> The minutes of the meeting held 27 <sup>th</sup> February 2023 were noted as circulated and taken as read. The minutes accepted by Full Council on 16 <sup>th</sup> March 2023.
<b>23/24 SC-05</b>	<b>STAFF MATTERS</b> a) <b>Business Continuity Review</b> Committee recommendation was that the document was reviewed by Council. The Clerk expressed that in her professional opinion the plan was not implemented as agreed by Council. Concerns were raised by the members of a cyber attack and it was requested that this be included in any redraft. It was also suggested that the Community Working Party might like to discuss this at a future meeting to co-ordinate any wider community emergency plans. b) <b>Employment Handbook</b> The handbook was noted as a document which was previously produced by an HR consultant. However Cllr Clemow felt the policies were inconsistent and he advised he would look at it.
<b>23/24 SC-06</b>	<b>QUESTIONS FROM THE COMMITTEE</b> There were none at this time.
<b>23/24 SC-07</b>	<b>CONFIDENTIAL SESSION RESOLUTION</b> It was proposed, seconded and unanimously <b>RESOLVED</b> that the following business is carried out in a Part 2 Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings Act 1960), the public and press be excluded from the meeting by the reason of its confidential nature. <b>Motion carried</b> The public meeting closed at 7.38pm
<b>23/24 SC-08</b>	<b>CONFIDENTIAL STAFF MATTERS RAISED BY MEMBERS OF THE COMMITTEE</b> a) <b>Overview of the first 6 months</b> No recommendations or action noted.

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	<p><b>b) Staff Job Descriptions</b> No recommendations or action noted.</p> <p><b>c) Staff Contracts of Employment</b> No recommendations or action noted.</p> <p><b>d) Grades of Employees</b> No recommendations or action noted.</p> <p><b>e) Timesheets</b> No recommendations or action noted by Council. .</p> <p><b>f) Wages Approval</b> Figures noted and no recommendations or action noted.</p> <p><b>g) Other employment</b> No recommendations or action noted.</p> <p><b>h) Staff Policies</b> No recommendations or formal action noted.</p>
23/24 SC-09	<p><b>CONFIDENTIAL STAFF MATTERS RAISED BY THE CLERK</b></p> <p><b>a) Confidential cashbook and staffing budget 24/25</b> Figures noted and no recommendations or action noted.</p> <p><b>b) Membership of Staffing Appeals Committee</b> No recommendations or formal action noted.</p> <p><b>c) Confidential staff matters as required</b> No recommendations or formal action noted.</p> <p>The confidential meeting closed at 8.37pm</p>

## **Meeting closed at 8.37pm**

L Peters LCGI PSLCC CPFA CiLCA  
Clerk to the Council  
Drafted 15<sup>th</sup> November 2023

