



Minutes of the meeting of the Establishment Sub Committee held via Zoom on 14<sup>th</sup> September 2020 at 7.30pm

PRESENT:

Councillor L. Brandon - Chairman  
Councillor M. Eames-Petersen  
Councillor C. Juggins  
Councillor T. Wiltshire

OFFICERS: S. Frake (Head of Operations)

**1. ELECTION OF CHAIRMAN OF VICE CHAIRMAN**

Councillor L. Brandon was elected Chairman for the ensuing Municipal Year  
Councillor C. Juggins was elected Vice Chairman for the ensuing Municipal Year

**2. APOLOGIES**

Cllr Percival was on paternity leave.

**3. MINUTES OF 1<sup>st</sup> JULY 2020**

The minutes of 1<sup>st</sup> July 2020 were agreed and will be signed as an accurate record in due course.

**4. EXCLUSION OF THE PRESS AND THE PUBLIC**

Members wish include on the agenda a recommendation to RESOLVE that the press and public be excluded for the following items as their presence would be prejudicial to the public interest by reason of the confidential nature or debate of the business to be transacted - Public Bodies (Admissions to Meetings Act) 1960.

- (i) Commercial Matters (Item 3, 7 and 8)
- (ii) Employee Matters (4, 5 and 6)

**5. PROVISION OF HR ADVICE FOR COUNCILLORS**

Councillor Brandon joined the meeting

Councillor Eames-Petersen raised her concerns over the legality of the last paragraph of the staff handbook. The Head of Estates advised that Ellis Whittam will advise on the paragraph wording once they get a clear & definite direction from the Establishment Sub Committee.

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Cllrs Eames-Petersen and Juggins wished to look into getting advice & help for the appraisal process for the Town Clerk.

Members agreed there is a need for advice but there must be a cap on spend. **RECOMMENDED TO RESOURCES AND POLICY COMMITTEE** that a contract be entered into with HR Services Partnership to provide advice to Councillors Eames-Petersen and Juggins on the Town Clerk's appraisal and a spending cap be set.

Action: Town Clerk

## 6. **CONFIDENTIALITY**

Members noted the report which highlighted the Standing Orders relating to Confidentiality of Council matters especially those relating to Staffing Matters.

## 5. **TO DISCUSS THE APPRAISAL PROCEDURE FOR THE POST OF TOWN CLERK**

Cllr Brandon requested a copy of the last appraisal carried out for the Town Clerk and asked who had carried it out.

**RECOMMENDED TO COUNCIL** that Standing Order 19(c) be amended to; "Any two Members of the Establishment Sub Committee shall upon a resolution and appropriate training conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by of the Establishment Sub Committee."

**RESOLVED** that an interim appraisal to be carried out for the current post holder by Councillors Juggins and Eames-Petersen within 6-8 weeks of the Standing Order being changed by Council and then a full appraisal carried out 3 months later.

Action: Town Clerk

## 6. **STAFFING AT ROE HILL**

Members requested that the Head of Estates contact Briars Pavilion and ask about their CCTV.

Officers were requested to ensure that staff make a note of any incidents from now until the next Establishment Sub Committee and report back. Councillor Wiltshire advised that all incidents of Anti-Social Behaviour must be reported to the police so a log is kept.

The Head of Operations advised Councillors that the Council have lone working procedures in place for the cleaner and any other staff who lone work at sites.

Action: Head of Estates

## 7. BIRCHWOOD PLAYING FIELDS CAPITAL PROJECT

Members considered the report of officers.

**RESOLVED** that

- (i) Councillors Juggins and Brandon approach Welwyn Hatfield Borough Council regarding the S106 Angerland money to advise that we are looking into the possibility of using it for a floodlit 3G pitch at Birchwood;
- (ii) The Head of Estates, in consultation with the Leader of the Council and the Football Foundation, source at least 3 options for a floodlit enclosed 3G pitch (with options to extend if ever needed) and report back to the next Establishment Sub Committee meeting on such a possibility. The final proposal will then be taken to full Council for decision.

Action: Head of Estates

## 8. LEMS FORD HALL CAPITAL PROJECT

Members considered the report of officers. Cllr Wiltshire suggested that the Council consider doing up the changing rooms rather than build a grand scheme depending on what available funds after COVID. The Head of Operations advised we would not know the extent of our losses until March next year.

**RESOLVED** that the Leader of the Council look into a smaller scheme possibly using local builders and report back to the Sub Committee.

Action: Leader of the Council

Closure: 9pm

Chairman