

Wendover Parish Council

Minutes of the Staffing Committee

Held on 28 October 2009

In The Clock Tower at 4.00 pm.

Present:- Cllrs Mrs Saunders, Mrs Toft-Hunt, Mrs Hersant, Myers and Worth
Clerk: Fiona Lippmann

09/13 APOLOGIES FOR ABSENCE

All members were present.

09/14 DECLARATIONS OF INTEREST

No declarations were given

09/15 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 5 and 11 May, 2009 were agreed as a true record. It was **agreed** that the minutes be signed.

CLOSURE OF THE MEETING

Due to the confidential nature of the business to be transacted the meeting was closed to press and public. It was resolved to close the meeting under section 1(2) of the public bodies (Admission to Meetings) Act 1960 to discuss personnel issues

09/16 COMPLAINT

The committee investigated a complaint against a member of staff and found that after looking at the evidence, there was no case to answer.

09/17 STAFFING

- i. Sickness cover was discussed. Due to immediate rotas, as a temporary measure where replacement cover could not be arranged, it was agreed that the TIC would close. A sign would be put in the window.
- ii. The Committee **agreed** to authorise the Interview Panel to interview and appoint new members of staff for the TIC, as and when required.
- iii. The performance appraisals of 2 members of staff were considered and the relative pay increments were discussed and agreed.
- iv. The Clerk's appraisee would be the Chairman

09/18 MATTERS OF REPORT for information only

- The Christmas Dinner for councillors and staff would be held on 16 January 2010.

09/19 CLOSURE OF MEETING

There being no further business, the Chairman closed the meeting at 6.00 pm.

Signed _____

Date: _____

Chairman