



WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover, Aylesbury,
Buckinghamshire HP22 6DU
Telephone: 01296 623056 Fax: 0871 236 1550
clerk@wendover-pc.gov.uk

STAFFING COMMITTEE MINUTES

5th March 2019 3:00pm

Clock Tower, Wendover

Present: - Cllrs Ballantine (JB), Heywood (DH), Myers (AM), and Gregory (NG).

Chairman: Alan Myers

Clerk: Keith Shelley

Members of the Public: None

1	APOLOGIES FOR ABSENCE
	S18/081 Apologies were made by Cllr Walsh and Cllr Clayton and they were ACCEPTED.
2	DECLARATIONS OF INTEREST
	S18/082 None.
3	MINUTES
	S18/083 The minutes of 29 th November 2018 were discussed and RESOLVED as a true record and signed by the Chairman.
4	PUBLIC PARTICIPATION
	S18/084 None.
5	CLERK'S REPORT
	S18/085 The Clerk highlighted the difference between the budgeted amount (£1500) and the actual amount (£2449.51) for the services of HR Consultancy Firm Ellis Whitham. It was AGREED that a virement to account for the difference would be raised. The Clerk explained that regular fortnightly meetings are now held with the staff and regular Monday morning meetings are held with the Ground Team. It was NOTED that the RODs from the Staff Meetings will be distributed to the Councillors.
6	OTHER MATTERS
a)	TOIL & LEAVE
	To receive an update on extra hours worked and leave owed and consider any actions. S18/086 The Clerk confirmed the outstanding leave and TOIL for all the Office Staff. It was NOTED that the outstanding leave and TOIL balances are being managed for the year end.
b)	TRAINING
	To receive an update on training completed by Staff and Councillors. S18/087 The Clerk confirmed the training completed and training booked for the staff & Councillors. The Clerk explained the content of the IT Systems Training and that he will be liaising with Wolverton and Greeley's Town Council to gain an appreciation of how they've adapted their IT systems to better support Council business.
c)	APPRAISALS & SALARY REVIEW 2019
	To review the staff appraisals and recommendations for the 2019 salary review. S18/088 The Clerk reviewed the staff appraisals with the committee, and it was RESOLVED to accept the Clerks recommendations on the salary review. The Clerk will draft staff letters confirming the details for the Chairmans signature. The Clerk highlighted his concerns with the current appraisal and salary review process. It was AGREED the Clerk will review the process with the Chairman and Deputy Clerk for adoption at next year's appraisals. The Clerk also confirmed he is reviewing the current Job Descriptions to ensure they represent the current staffing responsibilities.
d)	Pensions
i	To receive an update on current and future contributions. S18/089 The current contributions and future contributions were reviewed and NOTED .
ii	To receive an update on the new LGPS Pension Administration Strategy. S18/090 A paper detailing the strategy was circulated prior to the meeting. The detail was NOTED with no concerns or recommendation.

e)	STAFFING TERMS OF REFERENCE
	To review the Committees Terms of Reference and recommend any changes to the Full Council. S18/091 The Staffing Committee Terms of Reference were reviewed, and recommended amendments NOTED.
f)	VOLUNTEERING POLICY
	To review the Volunteering Policy. S18/092 The Volunteering Policy was reviewed with no recommendations. The Clerk explained that the replacement website will incorporate links to clubs and organisations in Wendover enabling residents to make contact should they wish to volunteer their support.
7	CONFIDENTIAL ITEMS
	Staff line management. S18/093 The Clerk updated the Committee on his actions to address concerns relating to lone working. The Council NOTED his actions and it was RESOLVED to accept his recommendations.
8	ITEMS FOR NEXT AGENDA
	S18/094 It was RESOLVED for items to be agreed with the Clerk as necessary.
9	DATE OF NEXT MEETING
	S18/095 It was AGREED that the date would be confirmed when required.
10	CLOSURE OF MEETING
	S18/096 As all business was transacted the meeting was closed at 16:45pm.

Signed: _____

Date: TBD

DRAFT