



WENDOVER PARISH COUNCIL

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STAFFING COMMITTEE MINUTES

29th November 2018

Library 10:30am

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

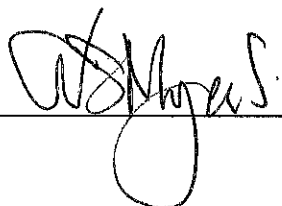
Chairman: Alan Myers

Clerk: Keith Shelley

Members of the Public: None

1	APOLOGIES FOR ABSENCE
	S18/064 Apologies were made by Cllr Walsh and they were ACCEPTED.
2	DECLARATIONS OF INTEREST
	S18/065 None.
3	MINUTES
	S18/066 The minutes of 12 th September 2018 were discussed and RESOLVED as a true record and signed by the Chairman.
4	PUBLIC PARTICIPATION
	S18/067 None.
5	CLERK'S REPORT
	S18/068 The Clerk had no outstanding actions and matters to report are within the agenda.
6	OTHER MATTERS
a)	TOIL & LEAVE
	To receive an update on extra hours worked and leave owed and consider any actions. S18/069 The Clerk confirmed the outstanding leave and TOIL for all the Office Staff. He also explained the process for recording leave and TOIL and that it was now reviewed with staff at fortnightly meetings to ensure it is properly managed and taken before 31 st March 2019.
b)	TRAINING
	To receive an update on training completed by Staff and Councillors. S18/070 The Clerk confirmed the training completed and training booked. Cllr Myers commented positively on the amount of training completed by the staff.
c)	APPRAISAL PROCESS
	To consider the current appraisal process and agree any amendments. S18/071 The Clerk explained he would be taking responsibility for reporting on his Deputy and the Ground Team. The Deputy Clerk will be reporting on the Administration Team. He also requested that due to his short period as Clerk that the appraisals be completed in January 2019 then revert to October each year. It was RESOLVED to complete the next round of appraisals during January 2019.
d)	Probation
	To receive an update on staff probation periods. S18/072 The Clerk highlighted that the Deputy Clerk end of probation period interview was overdue and that his mid term probation period interview was due in December. It was RESOLVED that the Clerk would complete the Deputy Clerks interview within the next 5 working days and that the Clerks interview would be completed during January.
e)	Pensions
i	To receive an update on current contributions. S18/073 The current contributions were reviewed and NOTED.
ii	To receive an update on an Unpaid Contribution Notice from the Pensions Regulator. S18/074 The Clerk explained there was confusion around the email addresses relating to the pension payments. Traditionally all payments aligned with the Clerks email address indicating the remaining staff payments were not being made. It was NOTED the email address issue has now been corrected and the Pensions Regulator is content this issue is now closed.

iii	<p>To agree the SMART Pension Re-enrolment date. S18/075 The Clerk explained that the 3 yearly re-enrolment date was due between the 1st December 2018 and the 31st May 2019. The SMART pension scheme commenced on the 1st March 2016 and it was suggested the re-enrolment date should align with this being 1st March 2019. It was RESOLVED that the re-enrolment date will be 1st March 2019.</p>
7	CONFIDENTIAL ITEMS
a	<p>To consider a confidential report and any recommendations and actions required. S18/076 The Clerk reported on a confidential matter and provide a draft letter for review. The Committee AGREED with the Clerks concerns and RESOLVED to accept the recommendations from the Clerk.</p>
b	<p>HR</p> <p>To consider delegating all HR related issues to the Clerk. S18/077 The Clerk expressed his concerns around expediting HR processes. The Clerk gave an example of where it's taken 6 weeks to progress an issue which should have been closed within a week. For serious HR matters such as gross misconduct it would impractical (and immoral) to continually refer to the Staffing Committee for agreement to proceed. It was RESOLVED to delegate all HR related issues to the Clerk. The Clerk will keep the Staffing Committee informed on all events through the Chairman of the Parish Council and the Chairman Staffing Committee.</p>
8	<p>ITEMS FOR NEXT AGENDA S18/078 It was RESOLVED for items to be agreed with the Clerk as necessary.</p>
9	<p>DATE OF NEXT MEETING S18/079 It was AGREED that the date would be confirmed when required.</p>
10	<p>CLOSURE OF MEETING S18/080 As all business was transacted the meeting was closed at 10:45am.</p>

Signed:  _____

Date: 5th March 2019