



WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover, Aylesbury,
Buckinghamshire HP22 6DU
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clerk@wendover-pc.gov.uk

STAFFING COMMITTEE

29th November 2018 10:30am

The Library, Wendover

Committee Membership: - Cllrs Ballantine (JB), Clayton (MC), Gregory (NG), Haywood (DH), Myers (AM) and Walsh (TW) (ex-officio)

To: All Committee Members


YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

1	APOLOGIES FOR ABSENCE	
	To consider any apologies for absence received.	Decision/ALL
2	DECLARATIONS OF INTEREST	
	In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct.	Decision/ALL
3	MINUTES	
	To confirm the minutes of the meeting of 12 th September 2018 as a true record.	Decision/ALL
4	PUBLIC PARTICIPATION	-
5	CLERK'S REPORT	
	To receive an update report from the Clerk.	Note/KS
6	OTHER MATTERS	Decision/ALL
a	TOIL and Leave	
	To receive an update on extra hours worked and leave owed and consider any actions.	Decision/ALL
b	Training	
	To receive an update on training completed for both Staff and Councillors.	Note/KS
c	Appraisal Process	
	To consider the current appraisal process and agree any amendments.	Decision/ALL
d	Probation	
	To receive an update on staff probation periods.	Note/KS
e	Pensions	
i	To receive an update on current contributions.	Note/ALL
ii	To receive an update on an Unpaid Contribution Notice from the Pensions Regulator.	Note/ALL
iii	To agree the Smart Pension Re-enrolment date.	Decision/ALL
7	CONFIDENTIAL ITEMS	
a	Review of Staff Line Management	
	To consider a confidential report and any recommendations and actions required.	Decision/ALL
b	HR	
	To consider delegating all HR related issues to the Clerk	Decision/ALL
8	ITEMS FOR NEXT AGENDA	Discussion/ALL
9	DATE OF NEXT MEETING	Decision/ALL
10	CLOSURE OF MEETING	

Signed:

A handwritten signature in black ink, appearing to be 'K. Shelley', written over a horizontal line.

Date: 23rd November 2018

Mr Keith Shelley
Clerk to the Council