

WENDOVER PARISH COUNCIL

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STAFFING COMMITTEE MINUTES

11th April 2018

Library meeting room (downstairs) 10:00am

Present: - Cllrs Ballantine (JB), Clayton (MC), Duggan (RD), Myers (AM), Haywood (DH)


Chairman: Alan Myers

Clerk: Ella Jones

Members of the Public: None

1	APOLOGIES FOR ABSENCE S17/093 None.
2	DECLARATIONS OF INTEREST S17/094 None.
3	MINUTES S17/095 The minutes of 26 th March 2018 were RESOLVED as a true record and signed by the Chairman.
4	PUBLIC PARTICIPATION S17/096 None.
5	CLERK'S REPORT S17/097 The Clerk reported that there were no outstanding actions for the Committee and that the team were working hard to achieve the necessary work for the financial year end and Best Kept Village competition.
6	OTHER MATTERS
a	TOIL and Leave To receive an update on extra hours worked and leave owed and consider any actions. S17/098 The Clerk reported that the two full time Groundsmen had been working extra hours at weekends to cover for the period of sick leave for the part time Assistant Groundsman. This had meant that TOIL was being accrued but it was being managed and taken appropriately. Some annual leave from 2017/18 had been carried over but within the 5-day allowance and the sick leave was being managed with the payroll contractor. No other leave had been taken or booked at the time of the meeting.
b	Training To consider management coaching for the Clerk. S17/099 The Clerk reported on a quote from a local Management Coach and an initial discussion the Coach required before being able to assess whether they could work with the Clerk. The course would include 8 sessions over 9-12 months with interim email and telephone support and would follow a plan built by the Clerk and the Coach at the initial meeting. The Committee RESOLVED to accept the quote for £950.00 and pay the cost from the training budget.
c	Staff Structure To consider options for changes to the current structure of the office staff as a result of the Deputy Clerk position becoming vacant. S17/100 The Committee discussed the needs for staff resources and the workload distribution over the 3.5 office-based positions. The Clerk advised that the Deputy Clerk position could be advertised internally in the first instance and that Ellis Whittam (HR contractor) had confirmed this. It was agreed that the Deputy Clerk role was important, and the Committee RESOLVED to advertise externally with intention to fill the position within 3 months. It was RESOLVED to delegate the advertising and timeline of the process to the Clerk within this time frame. The shortlisting and interviewing would be agreed at the next Committee meeting.
7	CONFIDENTIAL ITEMS S17/101 None.
8	ITEMS FOR NEXT AGENDA S17/102 It was RESOLVED to include the recruitment, appraisal and disciplinary processes on the next

	agenda.
9	DATE OF NEXT MEETING S17/103 The date was RESOLVED to be confirmed with the Clerk and members as required.
10	CLOSURE OF MEETING S17/104 As all business was transacted the meeting was closed at 11:15am.

Signed: _____


Date: 15/05/2018

