



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

16th May 2018

St. Mary's Centre 2pm

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

Chairman: Alan Myers

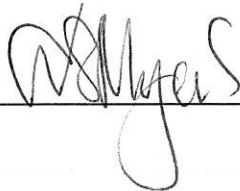
Clerk: Ella Jones

Members of the Public: None

1	ELECTION OF A CHAIRMAN
	S18/001 The Clerk reported that Cllr Duggan was willing to be nominated for the role of Chairman in 2018/19. Cllr Haywood proposed Cllr Myers as Chairman and Cllr Ballantine seconded this. It was RESOLVED to elect Cllr Myers as Chairman of the Committee for 2018/19.
2	APOLOGIES FOR ABSENCE
	S18/002 Cllr Duggan had made apologies and they were ACCEPTED . Although Cllr Ballantine was present she had informed the Clerk prior to the meeting that she would need to leave for another appointment at 2:45pm.
3	DECLARATIONS OF INTEREST
	S18/003 None.
4	MINUTES
	S18/004 The minutes of 11 th April 2018 were discussed and RESOLVED as a true record and signed by the Chairman.
5	PUBLIC PARTICIPATION
	S18/005 None.
5	CLERK'S REPORT
	S18/006 The Clerk reported that there were no outstanding actions for the Committee and that the Management Coaching she was receiving had now completed two sessions and was very useful. Some areas being worked on were discussed and examples of challenges and ways to tackle them were explained.
6	OTHER MATTERS
a	TOIL and Leave
	To receive an update on extra hours worked and leave owed and consider any actions. S18/007 Cllr Ballantine left the meeting before the item was discussed. The Clerk reported that the TOIL accrued in March to cover sickness had been taken in April as this was reasonable for flow of business. The usual policy was not to carry TOIL over in to new holiday years, but this situation had been exceptional as it would be unreasonable to require extra hours to be worked in March but not allow them to be taken back after April 1st. The Clerk had no concerns over leave in general, staff were following procedure and planning leave appropriately.
b	Policies and Contracts
	To consider amendments and additions to current policies and contracts and the process required for implementing the changes. S18/008 The Clerk reported on suggested changes to WPC HR policies and standard contracts by Ellis Whittam, the contracted WPC HR advisor. It was RESOLVED to accept the recommended changes and take advice from Ellis Whittam to implement them. A template Disciplinary procedure from the SLCC (2009) was circulated and specific requirements by WPC were discussed. It was agreed that the Clerk should ask Ellis Whittam for a template procedure for the Committee to consider.
c	Recruitment process
	To agree a standard recruitment process. S18/009 The Committee AGREED that the process should involve assessing the role when a vacancy arises to ensure it fits requirements before a job description and person specification is released in an application pack. Advertising was discussed, and the Committee AGREED that whilst there was no

	current legal need to advertise externally it had benefits of attracting more choice in candidates and openness. Internal candidates would always be welcome to apply. The timeline, advert wording, shortlisting and interview panels should be agreed on a case by case basis but should always include the Clerk unless it were the Clerk's role to be filled. The Clerk was asked to draft a document to include these points for consideration at the next meeting.
	To agree the next actions regarding the current vacancy. S18/010 The Clerk reported that the advert had been viewed on the Indeed website 157 times and the advert had also been on all three PC noticeboards in Wendover for 3 weeks. Only 1 application had been received and the deadline had been reached at 9am that day. It was RESOLVED for the Clerk and the Chairman of the Committee to interview the candidate and the decision to employ in the position was delegated to the Clerk in consultation with the Chairman. It was RESOLVED for the Committee to meet as soon after the interview as possible to ratify the decision and agree the next steps.
d	Appraisal process
	To consider the current appraisal process and agree any amendments. S18/011 The Clerk had circulated a short paper describing the current process and the Chairman offered some reordering of the wording. The reasons and aims for appraisal was discussed and it was AGREED that an annual appraisal should have at least one interim meeting between the staff member and their manager to assist staff in achieving objectives. It was RESOLVED to continue with the current appraisal process and add a section regarding probation process.
8	CONFIDENTIAL ITEMS S18/012 None.
9	ITEMS FOR NEXT AGENDA S18/013 It was RESOLVED to include the ratification of the interview panel's decision on the next agenda.
10	DATE OF NEXT MEETING S18/014 The date was RESOLVED to be confirmed with the Clerk and members shortly after the interview for the Deputy Clerk role had taken place.
11	CLOSURE OF MEETING S18/015 As all business was transacted the meeting was closed at 3:25pm.

Signed: _____



Date: 30/05/2018