

WENDOVER PARISH COUNCIL

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STAFFING COMMITTEE MINUTES

Thursday 18th January 2018

Library Room 10am

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

Absent:- Cllr Walsh (TW) (ex-officio)

Chairman: Alan Myers

Clerk: Ella Jones

Members of the Public: None

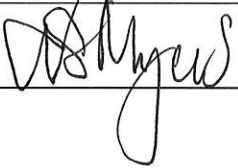
1	CO-OPTION S17/057 It was RESOLVED to co-opt Cllr Ballantine on to the Committee.
2	APOLOGIES FOR ABSENCE S17/058 Cllr Walsh made apologies and they were ACCEPTED .
3	DECLARATIONS OF INTEREST S17/049 None.
4	MINUTES S17/060 It was RESOLVED to defer signing the minutes to the following meeting as the date was incorrect on the agenda.
5	PUBLIC PARTICIPATION S17/061 None.
6	CLERK'S REPORT To receive an actions list and any updates from the Clerk S17/062 The Clerk reported that there were no outstanding actions.
7	OTHER MATTERS
a	Time off in Lieu (TOIL), Sickness and Annual Leave
i	To receive an update on leave records and consider any actions. S17/063 This item was discussed under item 8 - Confidential Items.
ii	To review the use of TOIL and consider any alternatives. S17/064 The Chairman and Clerk had investigated the use of TOIL against the Green Book of NJC terms and recommended that the current use of TOIL was satisfactory. It was RESOLVED to continue with the current policy on TOIL and overtime.
b	Training To review current training records and consider any further needs. S17/065 The Council had recently resolved to hold in-house training sessions for staff and Cllrs but the Clerk reported on training plans that had been created for each member and officer within the Council and recommended some further courses by professionals such as HR and Customer Service. It was RESOLVED for training to continue both internally and externally and for professional courses and team planning or building days to be held just for WPC where necessary.
c	Line Management To consider a confidential staffing matter. S17/066 This item was discussed under item 8 – Confidential Items.
8	CONFIDENTIAL ITEMS S17/067 The Clerk reported on leave records and they were NOTED . S17/068 The Clerk reported on a confidential matter and the Committee RESOLVED on a method of support.
9	ITEMS FOR NEXT AGENDA S17/069 It was AGREED for items to be agreed with the Clerk.
10	DATE OF NEXT MEETING S17/070 It was agreed that the next meeting would be before the end of March unless required beforehand. The Clerk would arrange a suitable date and time for the majority of members.

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CLOSURE OF MEETING

S17/071 As all business was transacted the meeting was closed at 11:30am.

Signed: _____

A handwritten signature in black ink, appearing to read 'D. Myer', written over a horizontal line.

Date: 08/02/2018