



WENDOVER PARISH COUNCIL

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STAFFING COMMITTEE MINUTES

30th May 2018

Library Meeting Room (downstairs) 2pm

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

Chairman: Alan Myers

Clerk: Ella Jones

Members of the Public: None

1	APOLOGIES FOR ABSENCE
	S18/016 None.
2	DECLARATIONS OF INTEREST
	S18/017 None.
3	MINUTES
	S18/0018 The minutes of 16 th May 2018 were discussed and RESOLVED as a true record and signed by the Chairman.
4	PUBLIC PARTICIPATION
	S18/019 None.
5	CLERK'S REPORT
	S18/020 The Clerk reported that she had been investigating training requirements for the current financial year and had found a comprehensive package for Health & Safety but would include an item for this on the next agenda.
6	OTHER MATTERS
a	Deputy Clerk Vacancy
i	To ratify the decision of the interview panel to appoint on 1st June. S18/021 The interview panel (Cllr Myers and the Clerk) had interviewed the candidate that applied and advised the decision was to appoint. The Committee RESOLVED to go ahead with the appointment after hearing a report from the panel and to discuss the conditions of appointment in confidential session under item 7.
ii	To consider the outcomes of the interview panel's decision and actions required. S18/022 The candidate appointed was the current Assistant Clerk which would lead to a further vacancy in the office. The Committee discussed the requirements for staff hours and structure of roles and RESOLVED to advertise the position externally as a full-time post with the opportunity for job share. The Clerk was delegated the task of advertising the role and details would be agreed along with the standard recruitment process at the next meeting.
b	Time Management
	To consider options for reducing demand on the Clerk's time and limiting interruptions. S18/023 Ideas for limiting interruptions were discussed and the Clerk suggested the office could circulate a document that had been created to make searching minutes easier. The document showed all resolved decisions by full Council and Committees since 2007 and was updated after every meeting. A suggestion to also have a day of the week when the Clerk was unavailable for enquiries to allow documents to be read or written without interruption was also discussed. It was RESOLVED for the office to send the Resolved Decisions document to all Cllrs with the draft minutes of each full Council meeting and for the Clerk to consult staff and inform Cllrs of a day of the week when she would be unavailable to answer enquiries.
c	Policies and Contracts
	To consider further advice from Ellis Whittam on updating HR policies and staff contracts. S18/024 The Clerk reported that policies had been updated and re-issued to staff under the advice of Ellis Whittam. Some new policies were still to be agreed by the full Council in relation to GDPR on 5 th June and the updates to the contracts had been prepared for introduction under a consultation with the staff. Ellis Whittam had provided three templates for policies in relation to simplifying

	disciplinary matters. It was RESOLVED for a task and finish policy review working group to review and recommend final versions to the Committee at its next meeting. Cllrs Myers, Duggan and Haywood would form the working group along with the Clerk. Cllr Myers asked that points 10 and 24 in the staff contracts were checked for contradiction.
7	CONFIDENTIAL ITEMS S18/025 The Committee discussed and RESOLVED on a salary point and probation period for the new Deputy Clerk based on qualifications and experience. A confidential record of the details would be signed at the next meeting for holding on file as evidence of the decision.
8	ITEMS FOR NEXT AGENDA S18/026 Health & Safety, disciplinary policy recommendations, standard recruitment process and actions arising from the current Assistant Clerk vacancy.
9	DATE OF NEXT MEETING S18/027 It was AGREED that the date would be confirmed when required.
10	CLOSURE OF MEETING S18/028 As all business was transacted the meeting was closed at 2:50pm.

Signed: _____



Date: 06/07/2018