



# WENDOVER PARISH COUNCIL

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## STAFFING COMMITTEE MINUTES

6<sup>th</sup> July 2018

Library Meeting Room (upstairs) 10:30am

**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	<b>APOLOGIES FOR ABSENCE</b> S18/029 None.
2	<b>DECLARATIONS OF INTEREST</b> S18/030 None.
3	<b>MINUTES</b> S18/031 The minutes of 30 <sup>th</sup> May 2018 were discussed and <b>RESOLVED</b> as a true record and signed by the Chairman.
4	<b>PUBLIC PARTICIPATION</b> S18/032 None.
5	<b>CLERK'S REPORT</b> S18/033 The Clerk reported on a confidential matter and some discussion took place.
6	<b>OTHER MATTERS</b>
a	<b>Recruitment Process</b> To consider a further draft of a standard recruitment process for adoption by WPC. S18/034 Amendments were proposed and agreed upon before it was <b>RESOLVED</b> to adopt the process.
b	<b>Appraisal Process</b> To consider a further draft of an appraisal, induction and probation process for adoption by WPC. S18/035 Some minor amendments to wording were agreed and it was <b>RESOLVED</b> to adopt the policy with the amendments in place.
c	<b>Policies</b> To consider recommendations from the task and finish group regarding new and updated disciplinary related policies. S18/036 The recommended policies from Ellis Whittam had been amended and added to by the group. Some further amendments were agreed and it was <b>RESOLVED</b> to adopt the policies for performance improvement, sickness absence and disciplinary matters along with a code of conduct for employees.
d	<b>Health &amp; Safety</b> To consider options and costs for management of Health & Safety. S18/037 A quote for potential costs of health & Safety support was considered. It was <b>RESOLVED</b> to continue with management using the current methods of training, monitoring and review.
e	<b>Pensions</b> To revise and re-consider the employer's contribution given to staff not listed on LGPS. S18/038 It was <b>RESOLVED</b> to continue with the current pensions contributions of up to 8% by WPC as the employer.
f	<b>Time Sheets</b> To consider re-introducing timesheets for all staff. S18/039 It was <b>RESOLVED</b> for timesheets to be reintroduced alongside the new policies in item 6c.
7	<b>CONFIDENTIAL ITEMS</b> Assistant Clerk Vacancy To ratify the decision of the interview panel to appoint and terms of the appointment(s).

	<b>S18/040</b> The Committee <b>RESOLVED</b> to ratify the decision of the interview panel and agreed on a salary point and probation period for the new Assistant Clerks 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. The interview panel had decided to appoint Jane Ellis and Cheryl Marley on a job share basis. Cllrs RD and DH left the meeting at the end of this item to reach other appointments.
8	<b>ITEMS FOR NEXT AGENDA</b> <b>S18/041</b> It was <b>RESOLVED</b> for items to be agreed with the Clerk as necessary.
9	<b>DATE OF NEXT MEETING</b> <b>S18/042</b> It was <b>AGREED</b> that the date would be confirmed when required.
10	<b>CLOSURE OF MEETING</b> <b>S18/043</b> As all business was transacted the meeting was closed at 12 noon.

Signed: \_\_\_\_\_

*Alan Myers*

Date: 23/7/2018