

WENDOVER PARISH COUNCIL

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STAFFING COMMITTEE MINUTES

8th February 2018

Library Meeting Room 3pm

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

Chairman: Alan Myers

Clerk: Ella Jones

Members of the Public: None

1	APOLOGIES FOR ABSENCE S17/072 Cllrs Clayton and Walsh made apologies and they were ACCEPTED.
2	DECLARATIONS OF INTEREST S17/073 None.
3	MINUTES S17/074 The minutes of 24 th November 2017 and 18 th January 2018 were RESOLVED as a true record and signed by the Chairman. A confidential paper confirming resolved decisions regarding the salaries review was also signed for records.
4	PUBLIC PARTICIPATION S17/075 None.
5	CLERK'S REPORT To receive an actions list and any updates from the Clerk S17/076 The Clerk reported that there were no outstanding actions from decisions of the Committee.
6	OTHER MATTERS
a	HR Policies To consider amendments and additions. S17/077 Supporting template letters were discussed and it was AGREED for the Clerk to produce templates. It was also AGREED that the policies should be reviewed by a specialist HR consultant and the Clerk agreed to source quotes for HR services.
b	Line Management To consider a confidential report and any recommendations and actions required. S17/078 The Clerk left the meeting before this item was discussed in confidential session.
7	CONFIDENTIAL ITEMS S17/079 Item 6b was discussed and the next steps were considered. Cllrs Bulpett and Worth were RESOLVED as temporarily co-opted members to the Committee to provide required membership numbers. Cllrs Bulpett, Worth and Clayton were then RESOLVED as the Sub-Committee members to progress with the next steps.
8	ITEMS FOR NEXT AGENDA S17/080 Quotes for an HR policy review by a suitable professional.
9	DATE OF NEXT MEETING S17/081 The date was AGREED to be confirmed with the Clerk and members as required.
10	CLOSURE OF MEETING S17/082 As all business was transacted the meeting was closed at 3:50pm.

Signed: _____

Date: 26/03/2018