

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting 23rd March 2022 at 9.00am

The Clock Tower, High Street, HP22 6DU

Present: Councillors Durden-Moore (Chair), Bulpett, Worth, Ballantine and Williams.

Clerk: Amanda Massingham

Members of Public: None

1. APOLOGIES FOR ABSENCE

S21/073 Apologies were received and accepted from Councillors Washington and Standen.

2. DECLARATIONS OF INTEREST

S21/074 None

3. MINUTES

S21/075 The minutes of the meeting 22nd February were **RESOLVED** as a true record and signed by the Chair.

4. PUBLIC PARTICIPATION

S21/076 None.

5. Clerks Report

S21/077 The Clerk gave an update on TOIL and leave balances owing to the pending year end.

6. OTHER MATTERS

a) Staffing Committee Terms of Reference

To review the Committees Terms of Reference and recommend any changes to the Full Council.

S21/078 The Committee agreed that a **RECOMMENDATION** should be presented to full Council to amend the wording from Chairman to Chair throughout the document.

b) Code of Conduct Training

To consider a proposal for Code of Conduct Training.

S21/079 Councillor Durden-Moore highlighted the need for all Councillors to receive Code of Conduct training. The Committee **AGREED** that bespoke training should be investigated, so all Councillors could be trained in one session. Councillor Durden-Moore, along with the office would investigate training options with suppliers used by BALC.

c) Clerk Vacancy

i) To receive an update following the interviews that took place on 16th March 2022.

S21/080 Councillor Durden-Moore confirmed three applicants had applied for the position, with two being selected for interview. The candidates did a presentation and were asked the same set of questions that were scored by the panel. Strength and weaknesses were discussed.

It was RESOLVED to move into closed session and exclude the public and press in accordance with the Public Bodies (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be discussed.

ii) To ratify the decision of the interview panel to appoint and terms of the appointment.

S21/081 The Committee unanimously **RESOLVED** to ratify the decision of the interview panel and agreed on a salary point, probation period, training requirements, notice period and start date.

iii) To consider any relevant actions along with the appropriate delegation.

S21/082 It was **RESOLVED** for Councillor Bulpett to make a conditional offer by phone after the meeting. The contract would be drawn up by the Clerk and checked by Councillor Bulpett. All other admin related processes were delegated to the Clerk.

7. ITEMS FOR NEXT AGENDA

S21/083 None.

8. DATES FOR FUTURE MEETINGS

S21/084 The next scheduled meeting of the Staffing Committee is 3rd May 2022.

9. CLOSURE OF MEETING

S21/085 As all business was transacted the meeting was closed at 09:45am

Jo Darden Moore

Signed by:
Chair to the Staffing Committee

Date: 19th July 2022