

# WENDOVER PARISH COUNCIL

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## Minutes of the Staffing Committee Meeting 8<sup>th</sup> October 2020 at 2.00pm Online Meeting via Zoom

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**Present:** Cllr Myers, Gregory, and Clayton

**Clerk:** Keith Shelley

**Chairman:** Alan Myers

**Members of Public:** None

### 1. APOLOGIES FOR ABSENCE

**S20/001** Councillors Ballentine and Walsh made apologies and they were accepted.

### 2. DECLARATIONS OF INTEREST

**S20/002** None

### 3. MINUTES

**S20/003** The minutes of the meeting 3<sup>rd</sup> February were AGREED as a true record and a copy will be available in the Clock Tower for the Chairman to sign.

### 4. PUBLIC PARTICIPATION

**S20/004** None

### 5. CLERKS REPORT

**S20/005** The Clerk circulated a report prior to the meeting, and it was NOTED.

The Clerk highlighted his concerns over the suggestion from some council members that the Clock Tower should be open with staff members attending. He qualified his concerns by confirming:

- Confirmation from NALC and BMALC that wherever possible council staff should continue working from home and that it is strongly recommended that face to face meetings should not be held.
- Staff members are not confident lone working in the Clock Tower, and it is not considered safe to have two members working together within the confined space at this time.
- The Track and Trace app for this area is currently reporting a Medium Risk. The definition being, 'Your local authority, or a neighbouring local authority, has reported high or rising levels of infection.'
- All aspects of the business are being maintained and no complaints have been received from residents about WPC's performance, poor communication or the Clock Tower being closed.

After careful consideration it was **RESOLVED** for the Clock Tower to remain closed with the Clerk monitoring for changes in the following:

- **The Track and Trace App.** If the risk drops below Medium, consider opening the Clock Tower and staff returning.
- **NALC / BMALC Recommendations.** If the recommendation changes from 'work from home wherever possible.' Consider opening the Clock Tower and staff returning.
- **Business Objectives.** If business objectives are not being achieved, or complaints are received about the Clock Tower being closed, consider actions to address the concerns.

- **Lone Working.** To address the concerns around lone working. When the Clock Tower opens two members of staff will attend, one upstairs and the other downstairs maintaining social distancing and employing the antibacterial measures already in place.

## **6. OTHER MATTERS**

### **a) TOIL AND LEAVE**

**To receive and update on extra hours worked, leave owed and consider any actions.**

**S20/006** The Clerk reviewed the TOIL and Leave Summary Table with the Committee confirming that the amount of leave and TOIL remaining, considering the current circumstances, was being appropriately managed with specific reference to TOIL. The detail was NOTED.

### **b) TRAINING**

**To receive and update on training completed for both staff and Councillors.**

**S20/007** The Clerk reviewed the Training Summary with the Council and it was NOTED.

### **c) PENSIONS**

**To receive an update on current and future contributions.**

**S20/008** The Clerk reviewed the current and future pension payments with the Committee, and they were NOTED.

### **d) KEY PERFORMANCE INDICATORS**

**To receive and update on the staff performance and Health and Safety KPI's.**

**S20/009** The Clerk explained that due to the current circumstances the KPI's were not being maintained and confirmed he is reviewing them making some assumptions, to assess their suitability for the year beginning 1<sup>st</sup> April 2021. It was **RESOLVED** to accept the review.

### **e) HEALTH & SAFETY**

**To receive an update from the Clerk on the recent H&S audit.**

**S20/010** The Clerk reviewed the recent H&S audit with the committee, and it was NOTED. He also confirmed that a Health & Safety meeting will be organised to address the observations raised in the report.

### **f) SALARY REVIEW 2020**

**To receive an update on the salary review from the Clerk.**

**S20/011** The Clerk confirmed the award for 2020 had been agreed at 2.75% and that letters confirming the staffs revised salaries had been sent. He also confirmed the back-pay owing from 1st April 2020 had been paid in the most recent salary run.

### **g) APPRAISALS 2020 – COVID RESPONSE**

**To receive a recommendation from the Clerk for the appraisals 2020**

**S20/012** The Clerk explained that although the team continued to work successfully in difficult circumstances, it would be challenging to properly assess them against their set objectives for 2020. He proposed a recommendation for the individual staff members to receive a general statement providing an overview of their performance for this reporting period and carry the objectives for 2020 over to 2021. It was **RESOLVED** to accept this recommendation.

**h) REVIEW OF JOB DESCRIPTIONS**

**To receive an update of the Job Descriptions from the Clerk.**

**S20/013** The Clerk confirmed a review of the staffs Job Descriptions has been completed. The only revision was on the Deputy Clerks which now included her responsibilities as the Responsible Financial Officer. The changes were NOTED.

**i) LONE WORKING**

**To consider the revised working arrangements for the Office and Ground Staff and review the Lone Working policy.**

**S20/014** The Clerk explained that the Lone Working policy was contained within the Ellis Whittam Health & Safety Policy Handbook. He also explained that taking account of the revised working arrangements, he would be contacting EW for advice on whether the current policy should be revised. It was AGREED for the Clerk to contact EW for guidance.

**j) 2021/2022 BUDGET FORECAST**

**To consider the proposed Staffing budget for 2021/2022**

**S20/015** The Clerk reviewed the proposals with the committee, and they were NOTED. It was **RESOLVED** to accept the proposals for consideration by the Finance Committee.

**7. ITEMS FOR NEXT AGENDA**

**S20/016** The Chairman requested items for next agenda be forwarded to the Clerk.

**8. DATE OF NEXT MEETING**

**S20/017** The next meeting will be held on a suitable date within the next quarter.

**9. CLOSURE OF MEETING**

**S20/018** As all business was transacted the meeting was closed at 2:35pm.

*Alan Myers*

Signed by  
Chairman to the Staffing Committee

Date: 11<sup>th</sup> January 2021