

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting 30th August 2022 at 6.00pm The Clock Tower, High Street, Wendover

Present: Councillors Durden Moore (Chair), Ballantine, Worth and Washington.

Clerk: Amanda Massingham

Members of Public: 1

1. APOLOGIES FOR ABSENCE

S22/034 Apologies were received and ACCEPTED from Councillors Williams and Bulpett.

2. DECLARATIONS OF INTEREST

S22/035 Councillors Durden-Moore and Worth declared an interest as they personally know one of the candidates to be discussed it item 6.b.

3. MINUTES

S22/036 The minutes of the meeting 2nd August 2022 were **RESOLVED** as a true record and signed by the Chair.

4. PUBLIC PARTICIPATION

S22/037 Councillor Gallagher was in attendance. He was on the interview panel for two of the vacancies, he was available to comment on any questions raised whilst discussing item 6.b.

5. CLERKS REPORT

S22/038 None.

6. OTHER MATTERS

a) Website Remuneration

To consider a one-off remuneration payment for the new Welcome to Wendover website.

S22/039 Councillor Durden-Moore reported that works to set up the new welcome to Wendover website had been completed outside the scope of the admin assistant job description who resigned in July. It was **RESOLVED** to pay a single payment of £400 to be charged against account 4555.

b) Clock Tower Staff Vacancies

i) To receive an update following the interviews that took place on 15th August 17th August and 22nd August for the Communications & Admin, Clerk & RFO and Estate & Events Manager positions.

S22/040 Councillor Durden-Moore reported seven applicants had been interviewed for the three vacant positions.

The Public Bodies (Admission to Meetings) Act 1960 makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest.

S22/041 It was **RESOLVED** to move into a confidential session. Acting Clerk, Amanda Massingham, left the Clock Tower before item 6.b.ii was discussed.

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

S22/042 Minute take by Councillor Jo Duren-Moore. The paper dated and distributed 30th August 2022, was NOTED. Each Councillor of the Committee gave their individual views on the candidates they had interviewed - 7 in total between the committee incl. Councillor Gallagher who also provided his feedback from the interviews. The Committee was unanimous in the feedback of candidates and their suitability for working with the Parish Council, within the existing team, and for the roles which were proposed by the paper prepared by Cllrs Bulpett, Gallagher & Durden-Moore for discussions. All Councillors were unanimous and extremely pleased with the proposal to promote the Deputy Clerk to Clerk & RFO with immediate effect and the salary increase (with review early 2023) as proposed in the paper. All Councillors were unanimous in the appointment of the first-choice candidate to the role of Estate & Events Manager and the salary and terms of appointment as proposed in the paper. All Councillors (excl. Councillor Durden-Moore) discussed the first-choice candidate for the Comms & Admin position, given the seniority of the candidate, it was agreed to create a part-time Manager role vs the current Assistant role, with a view to this becoming a full-time role in the future. All Councillors (excl. Councillor Durden-Moore) agreed with the appointment of this candidate for the newly created role of Comms & Office Manager and the associated salary and terms of appointment as proposed in the paper. Alternative plans should candidates not accept the roles / failed references were discussed and agreed. It was **RESOLVED** to accept the recommendations in the paper dated 30th August 2022.

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

S22/043 It was **AGREED** that the Chair of the Council would make the offers the following day.

7. ITEMS FOR NEXT AGENDA

S22/044 Review the WorkNest Agreement. Review the Equality Policy in respect and care in public life review.

8. DATES FOR FUTURE MEETINGS

S22/045 The next Staffing Committee meeting is scheduled to take place on 1st November 2022.

9. CLOSURE OF MEETING

S22/046 As all business was transacted the meeting was closed at 7.03pm.

Signed by
Chair to the Staffing Committee

Date: 1st November 2022