

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting

Tuesday 7th November 2023 – 7:00pm

Meeting held at St Annes Hall, Aylesbury Road, Wendover, HP22 6JG

Present: Councillors Ballantine, Gallagher, Thornton (Chair), Washington and Williams

Clerk: Andy Smith

Members of Public: None

1. APOLOGIES FOR ABSENCE

S23/013 Cllrs Gallagher and Walker had sent in their apologies, and they were **ACCEPTED** by the Committee.

2. DECLARATIONS OF INTEREST

S23/014 None declared

3. MINUTES

S23/015 The minutes of the ordinary meeting on the 8th August were **RESOLVED** as a true record and signed by the Chair.

4. PUBLIC PARTICIPATION

S23/016 No public were present.

5. CHAIR'S ANNOUNCEMENTS

S23/017 There were no announcements

6. CLERKS REPORT AND CORRESPONDENCE

S23/018 The report was noted

7. HR REPORT

a) HR Report for last 12 months

S23/019 The report with the additions to compare the previous year and commentary was noted

8. OTHER ITEMS

a) Policy renewals

S23/020 The amendment to the Annual Leave policy was considered and **RESOLVED** to be accepted. The policies were considered as amended and it was **RESOLVED** to renew the following policies:

- i) Adoption Policy
- ii) Annual Leave Policy
- iii) Disciplinary matters
- iv) Disciplinary procedures
- v) Disclosure and Whistle Blowing
- vi) Driving on Employer Business

- vii) Expenses Policy
- viii) Flexible Working Policy
- ix) Gift and Hospitality Policy
- x) Grievance Procedure
- xi) Maternity Leave
- xii) Parental Leave
- xiii) Partner Leave
- xiv) Sickness Absence
- xv) Smoking, Alcohol and Drugs
- xvi) Training and Development
- xvii) Performance and Improvement
- xviii) Employee Code of Conduct
- xix) Employee Handbook
- xx) Use of IT and Internet

b) Staffing Committee Meetings

S23/021 It was noted that historically the Staffing Committee was an ad hoc meeting but there were some set items of business to consider. It was considered that there would be a need for two meetings a year; in March and November and then ad hoc as needed – it was **RESOLVED** to go to 2 scheduled meetings a year.

c) Staffing Budgets for 2024/25

S23/022 The budgets were considered and it was noted that we have allowed for project staff which is something we are developing in the next year. It was **RESOLVED** to recommend these budgets for consideration by Finance Committee and Full Council.

d) Staff Cost of Living increase for 2023/24

S23/023 The process of the national pay negotiations was noted, it was further noted that it was a regular occurrence that the cost of living pay rise was agreed mid-year and a backdated award had to be made. The pay rise was considered and it was **RESOLVED** to implement as soon as possible and arrange for the backdated pay to go through the next pay run.

9. DATES OF FUTURE MEETINGS

S23/024 Under the new schedule a new meeting calendar will be produced. The next meeting is likely to be Tue 5th March 2024.

10. CLOSURE OF MEETING

S23/025 As all business was transacted the meeting was closed at 8:15

Signed by: *H Thornton*

Chair to the Staffing Committee

Date: 5th Mar 2024