

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting 19th July 2022 at 7.00pm

St Anne's Hall, Aylesbury Road, Wendover

Present: Councillors Durden Moore, Ballantine, Worth, Williams, Washington and Bulpett.

Clerk: Amanda Massingham

Members of Public: 0

1. ELECTION OF A CHAIR

S22/001 Cllr Durden Moore was proposed as Chair by Councillor Bulpett, and this was seconded by Councillor Worth. It was **RESOLVED** to elect Councillor Durden Moore as Chair of the Staffing Committee.

2. APOLOGIES FOR ABSENCE

S22/002 None.

3. DECLARATIONS OF INTEREST

S22/003 None

4. MINUTES

S22/004 The minutes of the meeting 23rd March 2022 were **RESOLVED** as a true record and signed by the Chair.

5. PUBLIC PARTICIPATION

S22/005 None.

6. CLERKS REPORT

S22/006 Nothing to report.

7. ADMIN/ASSISTANT CLERK VACANCY

To consider actions to be taken following the resignation of the Admin/Assistant Clerk.

a) To agree the Job Description, criteria & remuneration range.

S22/007 Councillor Durden-Moore reported on the reasonings behind the resignation. It was **RESOLVED** to accept job description and criteria in the proposed recruitment pack. The remuneration scales were discussed against the NALC national Salary award 2021/22, it was **RESOLVED** to advertise the range SCP7-10, £20,444 -£21, 695.

b) To agree the advertisement and timescales.

S22/008 It was **RESOLVED** to accept the draft advert, with the agreed salary, hours and timeframes.

c) To agree the interview panel.

S22/009 The interview panel was confirmed as Councillors Durden-Moore, Ballantine and Williams. Dependant on the agreed interview dates, Councillor Bulpett reported she could step in if the agreed panel was not available over the peak summer break.

8. OTHER MATTERS

a) **HMRC EMPLOYER RECORDS COMPLIANCE**

To receive an update on a recent HMRC compliance check and note.

S22/010 The Clerk gave a brief overview of the HMRC compliance check. The closure letter dated 4th July confirming that no regulations or areas of concern, along with thanks was NOTED.

9. DATES FOR FUTURE MEETINGS

S22/011 The next Staffing Meeting is scheduled to take place on 2nd August 2022.

10. CONFIDENTIAL ITEMS

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.

S22/012 It was **RESOLVED** to move into a confidential session.

a) To receive an update on a confidential staffing matter.

S22/013 Councillor Durden Moore reported on a staffing matter including advice from Ellis Whittam, HR Solicitor. It was **RESOLVED** to make a **RECOMMENDATION** to Full Council. The Clerk was tasked with setting up an Extraordinary Parish Council meeting on 25th July 2022.

b) To review current staffing levels and consider short/long term proposals.

S22/014 Suggested proposals were reviewed by the Committee, it was **RESOLVED** to make a **RECOMMENDATION** to Full Council on 25th July 2022.

c) To discuss and agree staff remuneration.

S22/015 A previously agreed remuneration matter was reviewed and it was **RESOLVED** to maintain the current arrangement until further notice.

11. ITEMS FOR NEXT AGENDA

S22/016 Outcomes from item 10 above.

12. CLOSURE OF MEETING

S22/017 As all business was transacted the meeting was closed at 7.40pm

Signed by
Chair to the Staffing Committee

Date: 2nd August 2022