

# WENDOVER PARISH COUNCIL

## Minutes of the Extraordinary Staffing Committee Meeting

Monday 28<sup>th</sup> April 2025 7:00pm

St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

**Present:** Councillors Ballantine, Gallagher, Thornton (Chair), Washington

**Clerk:** Andy Smith

**Members of Public:** 0

### 1. CONFIDENTIAL MEETING

**S24/083** It was **RESOLVED** to move to confidential session

### 2. APOLOGIES FOR ABSENCE

**S24/084** Apologies were received from Cllr O'Donnell

### 3. DECLARATIONS OF INTEREST

**S24/085** None

### 4. MINUTES

**S24/086** The minutes of the Staffing Committee 4<sup>th</sup> March 2025 were **RESOLVED** as a true record to be signed by the Chair.

### 5. CHAIRS ANNOUNCEMENTS

**S24/087** None

### 6. CLERKS REPORT

**S24/088** None

### 7. OTHER ITEMS

#### a) Paternity Leave Policy

**S24/089** It was NOTED that there were some legal changes that needed to be incorporated into the policy and that the new policy followed best practice of other local Town and Parish Councils. It was **RESOLVED** to adopt the new Paternity Leave Policy which forms part of the Parental Leave Policy.

#### b) Staff Progression

**S24/090** It was NOTED that the role being considered had been recently benchmarked and take home pay calculations in the original proposal were not in line with actual calculations.

**S24/091** The proposal was amended to include an annual review of salary (including benchmarking), irrespective of pay scale, to be conducted for all staff when considering pay progression. The amendment was accepted.

**S24/092** The proposal as amended was **RESOLVED**

### 8. NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

**S24/093** To note the next Staffing meeting Thu 20<sup>th</sup> November 2025. Agenda items must be with the Clerk strictly by 9am Wed 12<sup>th</sup> Nov.

## 9. CLOSURE OF MEETING

**S24/094** As all business was transacted the meeting was closed at: 7:25pm

Signed by  
Chair to the Staffing Committee

Date:

DRAFT