

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting 2nd August 2022 at 7.00pm St Anne's Hall, Aylesbury Road, Wendover

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

Clerk: Amanda Massingham

Members of Public: 0

1. APOLOGIES FOR ABSENCE

S22/018 Apologies were received and ACCEPTED from Councillor Williams.

2. DECLARATIONS OF INTEREST

S22/019 None

3. MINUTES

S22/020 The minutes of the meeting 19th July 2022 were **RESOLVED** as a true record and signed by the Chair.

4. PUBLIC PARTICIPATION

S22/021 None.

5. CLERKS REPORT

S22/022 The Clerk confirmed that the Communications and Office Assistant vacancy was scheduled to close on Wednesday 3rd August 2022. To date three applications have been received. It was agreed that the applications would be reviewed by the interview panel and the interviews would take place at the Clock Tower on Monday 15th August 2022.

6. EXTERNAL SHORT TERM STAFFING SUPPORT

To consider the arrangements for short term support for the Clock Tower.

S22/023 The proposals were NOTED. It was **RESOLVED** to freelance the Website management to Marley Design for £300 a month for 12 hours per month. The Clerk recommended the costs should be accounted for against account code 4555 Communications -Website. It was AGREED that this RECOMMENDATION should be considered by the Finance Committee to vire funds from staffing costs for an initial period of August to December 2022, with a further view by the Staffing and Finance Committees in November. It was **RESOLVED** to arrange temporary Clock Tower administration support, by re-hiring Admin Assistant J Ellis for 6 hours per week, £15 per hour. The Clerk recommended the costs should be accounted for against account code 4818 Temporary Staff. It was AGREED that this RECOMMENDATION should be considered by the Finance Committee to vire funds from staffing costs for an initial period of August to December 2022, with a further view by the Staffing and Finance Committees in November.

7. OTHER MATTERS

a) TOIL and Leave

To receive an update on the TOIL and Leave balances.

S22/024 The annual leave and TOIL balances were NOTED.

b) Training

To receive an update on training available and completed for both Staff and Councillors.

S22/025 The log confirming training completed was NOTED. The Clerk explained that all Clock Tower based staff need to complete the WorkNest H&S online training modules. A plan to complete the training was discussed and AGREED. A list of training opportunities was also NOTED.

c) Pensions

To receive an update on current and future contributions.

S22/026 The current pension contributions for the month of July were NOTED. Advice from three pensions consultancy firms has been obtained in relation to the LGPS cessation issue, the detail will be presented to the Finance Committee in the first instance on 16th August 2022.

d) Health & Safety

i) To receive an update on an accident at work.

S22/027 Accident report 14 was NOTED. A groundsman fell from height whilst using a ladder. This incident was not RIDDOR reportable and no workdays were lost. The Working at Height and Use of Ladders Risk Assessments were re-issued to both groundsmen, with copies signed on staff files.

ii) To receive an update on the annual H&S audit.

S22/028 A consultant from WorkNest will be attending on 16th August 2022.

iii) To review and sign the annual H&S and Environment Policy statements.

S22/029 The policies were NOTED and signed by the Councillor Bulpett.

8. DATES FOR FUTURE MEETINGS

S22/030 The next Staffing Committee meeting is scheduled to take place on 1st November 2022.

9. 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.

S22/031 It was **RESOLVED** to move into a confidential session.

a) To review and consider and longer-term staffing structure.

S22/032 It was NOTED that the Full Council had supported the proposals made by the Staffing committee at the meeting of 25th July 2022. The Job descriptions, criteria & remuneration ranges for two new posts were NOTED and AGREED as per the detail the Confidential pack (Pages 1-18). It was **RESOLVED** to advertise the positions immediately. It was AGREED that the applications would need to be sent directly to the Chair of Staffing, the interview panel was also agreed.

10. ITEMS FOR NEXT AGENDA

S22/033 Item to be forwarded to the Clerk.

11. CLOSURE OF MEETING

S22/034 As all business was transacted the meeting was closed at 7.31pm

Jo Darden-Moore

Signed by
Chair to the Staffing Committee

Date: 30th August 2022