

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting 16th November 2021 at 7.15pm

St Anne's Hall Aylesbury Road Wendover HP22 6JG

Present: Councillors Ballantine, Bulpett, Williams, Washington and Worth

Clerk: Louise Hayday

Members of Public: None

1. APOLOGIES FOR ABSENCE

S21/031 Apologies were received and accepted from Councillor Standen and Durden-Moore
Cllr Bulpett stepped in to Chair the meeting in the absence of Cllr Durden-Moore

2. DECLARATIONS OF INTEREST

S21/032 None

3. MINUTES

S21/033 The minutes of the meeting 17th August 2021 were RESOLVED as a true record and signed by the
Chairman

4. PUBLIC PARTICIPATION

S21/034 None.

5. CHAIRS ANNOUNCEMENTS

S21/035 Cllr Bulpett gave an update on behalf of Cllr Durden-Moore. Cllr Durden-Moore was now attending
the regular staffing meeting on a monthly basis and at the last meeting had given all staff an update on the
vision for the Parish going forward that had been well received.

6. CLERKS REPORT

S21/036

Pay negotiations update

The National Employers final pay offer of 1.75% has been rejected by all unions. Unions are now balloting
their members on industrial action.

SMART Pension Fee

The pension provider will be charging a new employer charge from 1st December of £15 + vat per month.

Covid-19

Three of the five Council staff have now contracted Covid-19, two have fully recovered and have returned to
work. The remaining staff member has now been discharged from hospital and is recovering slowly at home,
it is expected to be some time before they are able to return to work.

7. OTHER MATTERS

a) TOIL and Leave

To receive an update on the TOIL and Leave balances.

S21/037 The holiday and TOIL balances for the year were NOTED.

b) Training

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

S21/038 The Staff and Councillor training records were NOTED. Councillors were reminded of the need for them to attend Code of Conduct training when it is next available.

c) Pensions

To receive an update on current and future contributions.

S21/039 The pensions contribution figures were NOTED.

d) Policies

S21/040 It was NOTED that all HR Policies had been reviewed by Ellis Whittam and legislation updated where necessary.

e) Clerk Probation

S21/041 It was NOTED that the Clerk had passed her six-month probation and targets had been put in place for the next period.

f) Part time help with grounds

S21/042 It was RESOLVED to delegate to the Clerk, engagement of part time labour to help with grounds work if needed.

g) Budget

S21/043 The staffing budget was presented to the committee, after a brief discussion on the calculations used for the figures, it was RESOLVED to accept the staffing budget for 2022/2023

8. ITEMS FOR NEXT AGENDA

S21/044 Items should be forwarded to the Clerk.

9. DATES FOR FUTURE MEETINGS

S21/045 The next Staffing Meeting would be arranged as needed.

10. CLOSURE OF MEETING

S21/046 As all business was transacted the meeting was closed at 7.32pm.

Signed by: *Jo Darden-Moore*

Chairman to the Staffing Committee

Date: 1st February 2022