



WENDOVER PARISH COUNCIL

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Email: clerk@wendover-pc.gov.uk

STAFFING AGENDA

8th October 2020 at 2.00pm

Online Meeting via Zoom

Membership: Cllr Ballantine (JB), Clayton (MC), Gregory (NG), Myers (AM) and Walsh (TW) (ex-officio)

To all Members:

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND. MEMBERS WISHING TO ATTEND MUST CONTACT THE CLERK FOR THE MEETING LOG ON DETAILS.

AGENDA

1. APOLOGIES FOR ABSENCE

To consider any apologies for absence received.

2. DECLARATIONS OF INTEREST

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors will declare their interest in relation to this meeting. Councillors will also be asked to complete a Declaration of Interests Form for their term of office.

3. MINUTES

To confirm the minutes of the meeting of 3rd February 2020 as a true record.

4. PUBLIC PARTICIPATION

A maximum of 3 minutes per speaker will be allowed.

5. CLERKS REPORT

To receive an update report from the Clerk

6. OTHER MATTERS

a) TOIL AND LEAVE

To receive an update on the TOIL and Leave balances.

b) Training

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

c) Pensions

To receive an update on current and future contributions.

d) Key Performance Indicators

To receive an update on the Staff performance and Health & Safety KPI's.

e) Health & Safety

To receive an update on the actions from the recent EW H&S Audit.

f) Salary Review 2020

To receive an update on the salary review, from the Clerk.

g) Appraisals 2020 – COVID Response

To receive a recommendation from the Clerk for the appraisals 2020.

h) Review of Job Descriptions

To receive an update of the Job Descriptions, review from the Clerk.

i) Lone Working

To consider the revised working arrangements for the Office Staff and Ground Team and review the Lone Working policy.

j) 2021/22 Budget Forecast

To consider the proposed staffing budget for 2021/22/ budget.

7. ITEMS FOR NEXT AGENDA

8. DATES OF FUTURE MEETINGS

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.

10. CLOSURE OF THE MEETING

Signed by *Keith Shelley*

Clerk to the Council

Date: 5th October 2020