



WENDOVER PARISH COUNCIL

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STAFFING COMMITTEE MEETING AGENDA
Tuesday 5th March at 7:00pm
St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

Committee Membership: Councillors Ballantine, Gallagher, Thornton (Chair), Washington, Williams

To all Committee 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.

AGENDA

- 1) **APPOINTMENTS TO THE COMMITTEE**
To consider appointing Councillors Wales and O'Donnell to the Staffing Committee
- 2) **APOLOGIES FOR ABSENCE**
To consider any apologies for absence received:
- 3) **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 with declare their interest in relation to this meeting.
- 4) **[MINUTES](#) – *page 3***
Consideration of approval of minutes of the meeting on 8th August 2023.
- 5) **CHAIR'S ANNOUNCEMENTS**
- 6) **PUBLIC PARTICIPATION - A maximum of 3 minutes per speaker will be allowed.**
The Council is committed to community engagement and warmly invites members of the public to contribute. Members of the public should note that the Council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response later. Members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions during the remainder of the meeting are not permitted.
- 7) **[CLERKS REPORT & CORRESPONDENCE](#) - *page 5***
- 8) **[HR REPORT](#)**
 - a) **HR report from last 12 months – *page 6***
- 9) **OTHER ITEMS**
 - a) **Update on the project role recruitment**
- 10) **NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS**
The next Parish Council meeting 7.00pm on Tuesday 5th November 2024

11) 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.

a) To move the meeting into confidential session (sensitive personal information)

To consider moving the meeting into confidential session because of the discussion of sensitive personal information.

b) Staff appraisals

To note the outcome of the staff appraisals and consider progression of staff on their scales if they are not at the top of their scales already.

12) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 29th February 2024.

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting Tuesday 7th November 2023 – 7:00pm Meeting held at St Annes Hall, Aylesbury Road, Wendover, HP22 6JG

Present: Councillors Ballantine, Gallagher, Thornton (Chair), Washington and Williams

Clerk: Andy Smith

Members of Public: None

1. APOLOGIES FOR ABSENCE

S23/013 Cllrs Gallagher and Walker had sent in their apologies, and they were **ACCEPTED** by the Committee.

2. DECLARATIONS OF INTEREST

S23/014 None declared

3. MINUTES

S23/015 The minutes of the ordinary meeting on the 8th August were **RESOLVED** as a true record and signed by the Chair.

4. PUBLIC PARTICIPATION

S23/016 No public were present.

5. CHAIR'S ANNOUNCEMENTS

S23/017 There were no announcements

6. CLERKS REPORT AND CORRESPONDENCE

S23/018 The report was noted

7. HR REPORT

a) HR Report for last 12 months

S23/019 The report with the additions to compare the previous year and commentary was noted

8. OTHER ITEMS

a) Policy renewals

S23/020 The amendment to the Annual Leave policy was considered and **RESOLVED** to be accepted. The policies were considered as amended and it was **RESOLVED** to renew the following policies:

- i) Adoption Policy
- ii) Annual Leave Policy
- iii) Disciplinary matters
- iv) Disciplinary procedures
- v) Disclosure and Whistle Blowing
- vi) Driving on Employer Business
- vii) Expenses Policy
- viii) Flexible Working Policy
- ix) Gift and Hospitality Policy
- x) Grievance Procedure
- xi) Maternity Leave
- xii) Parental Leave
- xiii) Partner Leave
- xiv) Sickness Absence
- xv) Smoking, Alcohol and Drugs

- xvi) Training and Development
- xvii) Performance and Improvement
- xviii) Employee Code of Conduct
- xix) Employee Handbook
- xx) Use of IT and Internet

b) Staffing Committee Meetings

S23/021 It was noted that historically the Staffing Committee was an ad hoc meeting but there were some set items of business to consider. It was considered that there would be a need for two meetings a year; in March and November and then ad hoc as needed – it was **RESOLVED** to go to 2 scheduled meetings a year.

c) Staffing Budgets for 2024/25

S23/022 The budgets were considered and it was noted that we have allowed for project staff which is something we are developing in the next year. It was **RESOLVED** to recommend these budgets for consideration by Finance Committee and Full Council.

d) Staff Cost of Living increase for 2023/24

S23/023 The process of the national pay negotiations was noted, it was further noted that it was a regular occurrence that the cost of living pay rise was agreed mid-year and a backdated award had to be made. The pay rise was considered and it was **RESOLVED** to implement as soon as possible and arrange for the backdated pay to go through the next pay run.

9. DATES OF FUTURE MEETINGS

S23/024 Under the new schedule a new meeting calendar will be produced. The next meeting is likely to be Tue 5th March 2024.

10. CLOSURE OF MEETING

S23/025 As all business was transacted the meeting was closed at 8:15

Signed by:
Chair to the Staffing Committee

Date:



ITEM 6 – CLERKS REPORT AND CORRESPONDENCE

All issues covered on the Agenda



ITEM 7 – HR REPORT

Headline numbers

CURRENT YEAR TO DATE

Reporting year start date	01/04/2023
End Date	31/01/2024
Total number of days	305
Number of staff	4

Annual Leave	CURRENT YEAR		PREVIOUS YEAR	
	days	per staff	days	per staff
Number of days booked	89	22.25	57.5	14.38
Number of days still owed	20	5.00	36	9.00

Toil	hours	per staff	hours	per staff
Number of hours accrued	136.5	34.1	96.8	24.2
Number of hours still owed	7	1.8	36.0	9.0

Sickness	days	per staff	days	per staff
Number of days taken	7.75	1.9	17.8	4.5
Number of periods of leave	8	2.0	8	2

Overtime	Hours	per staff	Hours	per staff
Number of hours of overtime	377	188.5	157.5	78.75

Summary of issues

As previously stated, we are in a much better situation this year for Annual Leave in that staff have been encouraged to take it spread across the year rather than save it up and take it all in March, which was an issue in the last year. This is healthier for the staff team and means we aren't carrying over lots of leave. Last year 3 staff carried the maximum of 5 days into this year.

Toil is not an issue as it tends to get used up as it is accrued and that allows an even spread of TOIL throughout the year.

Sickness is at lower levels than the previous year, based on numbers of days.

There is a marked increase in the overtime because of the addition of Haddington Play Park on the weekend rubbish clearance and inspections. This has been budgeted for.

Appraisals

All appraisals have been successfully completed and signed off by staff – this is discussed later in the agenda.



Training records for the YTD

Training Record 23-24

Andy Smith

Date	Details	Duration	Renewal date
27/04/2023	CiLCA Intro Session and overview	1 day	n/a
25/05/2023	CiLCA Session 1 - The core roles and responsibilities	1 day	n/a
29/06/2023	CiLCA Session 2 - Law and procedures	1 day	n/a
27/07/2023	CiLCA Session 3 - Finance	1 day	n/a
28/09/2023	CiLCA Session 4 - Management	1 day	n/a
26/10/2023	CiLCA Session 5 - Community	1 day	n/a
30/11/2023	CiLCA Review and reflection	1 day	n/a
21/04/2023	CCTV and GDPR	2 hrs	n/a
21/11/2023	Planning demystified	1 day	n/a
16/01/2024	RPII Routine Playground inspections	1 day	16/01/2027

Phoebe Sharps

Date	Details	Duration	Renewal date
04/04/2023	Writing grant applications and funding opportunities	1 day	n/a
21/11/2023	Planning demystified	1 day	n/a
16/01/2024	RPII Routine Playground inspections	1 day	16/01/2027

Andy Dunn

Date	Details	Duration	Renewal date
16/01/2024	RPII Routine Playground inspections	1 day	16/01/2027

Stefan Ziolkowski

Date	Details	Duration	Renewal date
16/01/2024	RPII Routine Playground inspections	1 day	16/01/2027



ITEM 9 a) UPDATE ON PROJECT ROLE RECRUITMENT

BROUGHT BY

Chair/Clerk

SUMMARY

To receive an update from project recruitment and consider appointing a recruitment panel to shortlist and appoint the roles.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

We have now got a number of applications for each role with the business systems analysis proving the most popular.

- Some of the applications are looking for full time work and so probably will not progress
- Some of the applications are from international students and all applicants will be asked to prove that they are able to work in the UK for the number of hours the project requires.

The applicants will be asked to produce a 5 minute video outlining what they can bring to the role by the 29th March.

There will then be an electronic “in tray” exercise and an interview before we make a decision to appoint. As ever in any recruitment not recruiting is a valid option.

We now need to establish a recruitment panel to make the decisions and agree on the selection of the candidates. This panel will make the shortlisting details and recommend to Council who to appoint in the role.

Each stage will have a scoring sheet so that we can demonstrate a fair and transparent process and that will need to be filled in for each candidate by the panel at each stage of the recruitment.

It is recommended that the Clerk and Estates and Events Manager are on the panel as the line managers of these roles and the Chair of staffing also sits on the panel. It is recommended that the Clerk act as chair of the panel and no more than 5 sit on the panel and ideally just one more member of staffing committee joins the panel.

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a



PROPOSAL

To note the progress and approve the recruitment panel members.