

WENDOVER PARISH COUNCIL

Minutes of the Extraordinary Staffing Committee Meeting 5th February 2021 at 10.am Online Meeting via Zoom

Present: Councillors Myers, Gregory, Clayton, Walsh, Ballantine, and Durden-Moore.

Clerk: Keith Shelley

Chairman: Alan Myers

Members of Public: None

1. APOLOGIES FOR ABSENCE

S20/027 None.

2. COMMITTEE MEMBERSHIP

To consider a request from Councillors Walsh and Durden-Moore to join the committee.

S20/028 Councillor Myers proposed Councillor Walsh and Durden-Moore to become members of the Staffing Committee. **RESOLVED** It was unanimously agreed to appoint Councillors Walsh and Durden-Moore to the committee.

3. DECLARATIONS OF INTEREST

S20/029 None

4. MINUTES

S20/030 The minutes of the meeting 11th January 2021 were AGREED as a true record and a copy will be available in the Clock Tower for the Chairman to sign.

5. PUBLIC PARTICIPATION

S20/031 None

6. VACANCIES AND COVER

i) To consider actions to be taken following the resignation of the Clerk.

S20/032 Following a discussion it was AGREED Councillors Myers, Walsh and Durden-Moore would meet on Tuesday 9th February to finalise a draft advert for the Clerks recruitment. The draft advert will then be circulated to the Staffing Committee on Wednesday 10th February and if suitable advertising will be organised on Thursday 11th. If the response is poor, then further advertising will be organised. It was AGREED the closing date for the initial advert will be Friday 26th February with interviews being held during the week beginning Monday 1st March. It was AGREED that Councillors Bulpett, Worth and Durden-Moore would be members of the interview board and the Deputy Clerk would observe / take notes.

ii) To consider actions for maternity cover

S20/033 The Clerk confirmed that all advertising for the agreed events during 2021 will be prepared and a list of essential duties for maintaining business continuity will be provided. It was AGREED that a decision for the maternity cover requirement will be made at the next Staffing Meeting on 25th March once all the responsibilities are known and whether any can be covered by the current staff.

7. STAFF APPRAISALS

To consider performance gradings for the consolidated appraisals.

S20/034 The Clerk reminded the meeting of the decision to consolidate the staff appraisals for this reporting period. It was **RESOLVED** that given the exceptional support from the Clock Tower team during very difficult times, they would all be graded as '5. Exceptional Contribution'. Councillor Gregory outlined wording for the staff letters and it was **AGREED** she would circulate for comments from the committee. It was **RESOLVED**, once the wording had been finalised, the Clerk would prepare the letters for the Chairmans signature before issuing to the staff.

8. DATES FOR FUTURE MEETINGS

S20/035 The next Staffing Meeting will be held on Thursday 25th March at 2pm.

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.

S20/036 None

8. CLOSURE OF MEETING

S20/037 As all business was transacted the meeting was closed at 11.15am.

Alan Myers

Signed by:
Chairman to the Staffing Committee

Date: 25th March 2021.