

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting 25th March 2021 at 2pm Online Meeting via Zoom

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

Clerk: Amanda Massingham

Chairman: Alan Myers

Members of Public: None

1. APOLOGIES FOR ABSENCE

S20/038 None.

2. DECLARATIONS OF INTEREST

S20/039 None.

3. MINUTES

S20/040 The minutes of the meeting 5th February 2021 were AGREED as a true record and a copy will be available in the Clock Tower for the Chairman to sign.

4. PUBLIC PARTICIPATION

S20/041 None.

5. CLERKS REPORT

S20/042 The Deputy Clerk reported there were no other updates other than the agenda items listed.

6. OTHER MATTERS

a) TOIL and Leave

To receive an update on the TOIL and Leave balances.

S20/043 The holiday and TOIL balances for the remaining year were NOTED. The Deputy Clerk highlighted the volume being carried over due to the pandemic.

b) Training

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

S20/044 The Staff and Councillor training records were NOTED. Councillor Walsh highlighted the lack of training recorded for himself, despite it being completed. It was confirmed that record keeping had only started in late 2018. The Deputy Clerk outlined a new e-learning platform launched by BALC. Once registered for courses Councillors have twelve months to complete, current training included Data Protection Essentials and Freedom of Information. Councillor Clayton suggested that safeguarding training should be explored. It was AGREED that the Clerk should have the training in the first instance and then report back to the Committee.

c) Pensions

To receive an update on current and future contributions.

S20/045 The pensions contribution figures were NOTED.

d) Staffing Committee Terms of Reference

To review the Committees Terms of Reference and recommend any changes to the Full Council.

S20/046 The wording of item 5 in relation to the Clerk giving advice was discussed. The Committee agreed that a **RECOMMENDATION** should be presented to full Council to amend the wording on how Clerk's advice given but not followed should be recorded within the minutes.

e) Volunteering Policy

To review the Volunteering Policy.

S20/047 Councillor Myers suggested a change to item 2 in the policy, to include a reference to government guidelines due to the recent pandemic. It was **RESOLVED** to amend the policy as per the suggestion.

f) Equality, Diversity & Inclusion Policy

To receive an update from Cllr Jo Durden Moore and consider any actions.

S20/048 Councillor Durden-Moore reported that during her research Stoke Mandeville Parish Council appeared to have the best approach with a policy that encompasses all aspects of Council life in relation to Equality and Diversity. Councillor Bulpett reported that contact had been made with Stoke Mandeville and they were happy to share the policy with WPC. It was **AGREED** the policy would be reviewed and WPC version would be ready for the next meeting ready for adoption. In the meantime a holding statement would be placed on the website.

g) Vacancies and Cover

i) To receive an update following the interviews that took place on 17th March 2021.

S20/049 Councillor Bulpett gave an overview of the interview process. There were eight applicants with three asked to attend for interview. Councillor Bulpett continued and gave a background review and strengths and weaknesses of the candidates interviewed. Councillor Durden-Moore agreed with the comments made. The preferred candidate was confirmed, and references were shared. No challenges were put forward by other members of the Staffing Committee.

ii) To ratify the decision of the interview panel to appoint and terms of the appointment.

S20/050 The Committee **RESOLVED** to ratify the decision of the interview panel and agreed on a salary point and a six-month probation period.

iii) To consider any relevant actions along with the appropriate delegation.

S20/051 It was **RESOLVED** for Councillor Bulpett to make a conditional offer by phone after the meeting. The contract would be drawn up by the Deputy Clerk and checked by Councillor Bulpett, it would include an inclusion that CILCA training costs would need to be paid back to the Council if the employee left within two years of the training being completed.

iiii) To consider actions for maternity cover.

S20/052 The proposal from a freelance company was **NOTED**. The Deputy Clerk reported that the potential new Clerk had some skill set that would be missing during the period of maternity leave. Councillor Durden-Moore reported that she knew of an individual that could work freelance as and when required who specialise in communications work and is currently doing some work for Homfirth Town Council. It was **AGREED** that a second proposal would be sought from the recommendation and both details would be left on file and called upon if and when required, to be determined by the Deputy/Clerk.

7. ITEMS FOR NEXT AGENDA

S20/053 Items should be forwarded to the Clerk.

8. DATES FOR FUTURE MEETINGS

S20/054 The next Staffing Meeting would be arranged after the May elections.

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.

S20/055 The Deputy Clerk reported on a confidential matter. It was AGREED that HR advice would be sought from Ellis Whittam and reported back to the Committee.

8. CLOSURE OF MEETING

S20/056 As all business was transacted the meeting was closed at 3:05pm.

Signed by:
Chairman to the Staffing Committee

Date:

DRAFT