

# WENDOVER PARISH COUNCIL

## Minutes of the Staffing Committee Meeting

1<sup>st</sup> November at 8:40pm (immediately after Council)

Meeting held at St Annes Hall, Aylesbury Road, Wendover, HP22 6JG

**Present:** Councillors Durden-Moore (Chair), Ballantine, Thornton, Williams, Worth and Washington.

**Clerk:** Andy Smith

**Members of Public:** None

### 1. APOLOGIES FOR ABSENCE

**S22/048** Apologies were received and **ACCEPTED** from Councillor Bulpett

### 2. DECLARATIONS OF INTEREST

**S22/049** None declared

### 3. MINUTES

**S22/050** The minutes of the meeting of 2<sup>nd</sup> August 2022 were considered. The minutes were **RESOLVED** as a true record and signed by the Chair.

### 4. PUBLIC PARTICIPATION

**S22/051** There was no public participation

### 5. CLERK'S REPORT

**S22/052** The Clerk highlighted some of the staffing changes and the report was **NOTED**.

### 6. OTHER MATTERS

#### a) Membership of the committee

**S22/053** It was **NOTED** that this was placed on the Parish Council agenda and should have been on the Staffing Committee agenda. It was **RESOLVED** to accept this item on the Staffing Committee agenda

**S22/054** Councillor Thornton set out their experience and requested to join the committee, it was unanimously **RESOLVED** to accept Councillor Thornton to the staffing committee

#### b) Clock Tower staff vacancies

**S22/055** The paper was considered. It was **NOTED** that there is also the opportunity of using university students on full year or 5 week summer placement, which would bring in a mix of new skills. It was further **NOTED** that this would lead to a lack of continuity in the role. It was **RESOLVED** to extend the current interim staffing arrangements until March 2023.

c) **CONFIDENTIAL ITEMS**

**S22/056** 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. It was **RESOLVED** to move into a confidential session.

i) **Request for a pay review**

**S22/057** Two members of staff have requested a pay review. To facilitate that request meetings have been held between Councillors and the staff who had requested the review and the details of those meetings were NOTED.

Councillor Williams had brought together information around the request in a report, and this report was NOTED.

During the considerations it was NOTED that

- Staff salaries are based on a pay scale that is reviewed annually
- Each role has a range within the scale and once staff had reached the top of the scale staff would only get the cost-of-living increases.

There is no process for dealing with such requests, particularly mid-year. Salaries are normally reviewed in April each year. Councillors NOTED that they took the request seriously and that they wanted to treat the request fairly and transparently. They further NOTED that a decision and response was required urgently.

However, without due process, the Committee felt there was no basis to make a decision. It was **RESOLVED** to seek advice and reconvene within the next 2 weeks so that a timely decision could be made. It was further **RESOLVED** to communicate this process to the members of staff making the request.

ii) **To consider the staffing budget for 23/24**

**S22/058** It was NOTED that the outcome of the previous item could have significant impact on the staffing budgets. It was **RESOLVED** to agree the budgets at the reconvened extraordinary staffing meeting.

iii) **To consider new staff reporting arrangements**

**S22/059** It was NOTED that some reporting arrangements had been changed with a view to a new staffing structure. It was NOTED that this was no longer relevant with the current staffing arrangement and it was **RESOLVED** that, in line with the paper, all staff would report to the Clerk with an understanding for the need of close working relationships between all of the team.

**7. DATES FOR FUTURE MEETINGS**

**S22/060** Extraordinary meeting of Staffing Committee, date to be confirmed. The next ordinary Staffing Committee meeting is scheduled to take place on 7<sup>th</sup> February 2023

**8. ITEMS FOR NEXT AGENDA**

**S22/061** Items for the next extraordinary meeting – pay reviews. Items for the next ordinary meeting - To review Worknest and the new Care and Consideration policies

**9. CLOSURE OF MEETING**

All business was transacted. The meeting was closed at 9.48pm

Signed by  
Chair to the Staffing Committee

Date: 15<sup>th</sup> November 2022

DRAFT