

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting

Tuesday 8th August 2023 8:00pm

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

Present: Councillors Ballantine, Gallagher, Thornton and Williams

Clerk: Andy Smith

Members of Public: None

1. ELECTION OF CHAIR

S23/001 It was **RESOLVED** unanimously that Councillor Thornton be elected to Chair of Staffing Committee

2. APOLOGIES FOR ABSENCE

S23/002 Councillor Washington had sent in their apologies, and they were **ACCEPTED** by the Committee.

3. DECLARATIONS OF INTEREST

S23/003 None declared

4. MINUTES

S23/004 The minutes of the ordinary meeting on 7th February and the extraordinary meeting on 7th March were **RESOLVED** as a true record and signed by the Chair.

5. PUBLIC PARTICIPATION

S23/005 No public were present.

6. CHAIR'S ANNOUNCEMENTS

S23/006 Councillor Thornton thanked Councillor Williams for her work as the previous chair to the committee

7. CLERKS REPORT AND CORRESPONDENCE

S23/007 The report was noted

8. HR REPORT

a) HR Report since last meeting

S23/008 The report was noted, and some changes were suggested to the format which would happen for the next meeting. The holiday carried forward from last year was noted. It was discussed that there needed to be more clarity as to what is taken as overtime and what is taken as Time Off In Lieu (TOIL). A paper will be brought to the next staffing meeting.

9. OTHER ITEMS

a) Policy review – equality and respect policy

S23/009 The policy was discussed, and an amendment was proposed and accepted to complete a missing end of a sentence in point 2. The wording was agreed as “The policy statement shall take precedent.” The policy as amended was **RESOLVED** unanimously and this would replace the following policies:

- Equality, Diversity and Inclusion Policy
- Equal Opportunities Policy
- Bullying and Harassment

b) Councillor Induction Pack

S23/010 The Councillor induction pack was discussed, and feedback noted. It was further noted that additional work on the pack before final draft would include renaming the current pack as a reference manual and introducing a less detailed “quick start” guide.

The new councillors would be able to provide vital feedback would be able to help shape the induction for new councillors.

10. DATES OF FUTURE MEETINGS

S23/011 To note the next meeting of staffing would include the following agenda items:

- Induction pack
- Toil/Overtime

It was further noted that historically the staffing meeting has been held during the day and sometimes in the Clocktower. We need to consider that the public are invited to attend when thinking of changing the meeting schedule. We should also consider more meetings at the Library as we are keen to show our support for the Library.

11. CLOSURE OF MEETING

S23/012 As all business was transacted the meeting was closed at 8:23

Signed by: *H Thornton*

Chair to the Staffing Committee

Date: 7th November