

# WENDOVER PARISH COUNCIL

## Minutes of the Staffing Committee Meeting Tuesday 5<sup>th</sup> March 2024 – 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. APPOINTMENTS TO THE COMMITTEE

**S23/026** It was **RESOLVED** to add Councillors O'Donnell and Wales to the Committee

### 2. APOLOGIES FOR ABSENCE

**S23/027** None

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### 3. DECLARATIONS OF INTEREST

**S23/028** None

### 4. MINUTES

**S23/029** The minutes of the Staffing Committee 7<sup>th</sup> November were **RESOLVED** as a true record to be signed by the Chair.

### 5. CHAIRS ANNOUNCEMENTS

**S23/030** The appraisals have been done and completed and these will be discussed later in the meeting.

### 6. PUBLIC PARTICIPATION

**S23/031** None

### 7. CLERKS REPORT AND CORRESPONDANCE

**S23/032** It was noted that all items were on the agenda

### 8. HR REPORT

**S23/033** The report was reviewed and noted. Overtime was considered but noted that the new park at Haddington was included in the weekend litter and inspection schedules and it was all budgeted for.

### 9. OTHER ITEMS

#### a) Update on project role recruitment

**S23/034** There have been a reasonable number of applications for the two roles. The update was reviewed and noted. The committee considered appointing a recruitment panel. It was **RESOLVED** that the panel will oversee shortlisting and that the interviews will be conducted by the Chair of Staffing, Clerk and Estates and Events Manager.

**S23/035** It was **RESOLVED** that the panel will consist of the Chair of Staffing, Chair of Council and Councillor Ballantine.

## 10. NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

**S23/036** To note the next Staffing meeting Tuesday 5<sup>th</sup> November 2024. Agenda items must be with the Clerk strictly by 9am Monday 28th October.

## 11. REPORTS FROM WORKING GROUPS

a) **To move the meeting into confidential session because of the discussion of sensitive personal information**

**S23/037** It was **RESOLVED** to move the meeting into confidential session

b) **Staff appraisals**

**S23/038** The objectives for the staff team over the next 12 months were noted and it was **RESOLVED** to advance the staff to the next point on the scale if they were not at the top of their scale. This would come into effect in the April salary run.

## 12. CLOSURE OF MEETING

**PC23/257** As all business was transacted the meeting was closed at 7.27pm

Signed by  
Chair to the Parish Council

Date: