

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting

Tuesday 18th June 2024 7:30pm

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

Present: Councillors Ballantine, Gallagher, O'Donnell, Thornton (Chair), Wales, Washington, Williams

Clerk: Cllr Williams

Members of Public: None

1. ELECTION OF CHAIR AND VICE CHAIR

S24/001 Councillor Thornton was unanimously elected as Chair

S24/002 Councillor O'Donnell was unanimously elected as Vice Chair

2. APOLOGIES FOR ABSENCE

S24/003 None

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3. DECLARATIONS OF INTEREST

S24/004 None

4. MINUTES

S24/005 The minutes of the Staffing Committee 5th March 2024 were **RESOLVED** as a true record to be signed by the Chair.

5. CHAIRS ANNOUNCEMENTS

S24/006 None

6. PUBLIC PARTICIPATION

S24/007 None

7. CLERKS REPORT AND CORRESPONDANCE

S24/008 It was noted that all items were on the agenda

8. HR REPORT

S24/009 The report was reviewed and noted. It was noted that the committee should look at overall trends rather than the numbers

9. OTHER ITEMS

a) To sign up to become a living wage employer

S24/010 The benefits of displaying our commitment to paying the minimum living wage were noted. However, it was **RESOLVED** to declare our commitment to being a living wage employer by declaring this as a key part of our strategy, rather than by subscription to an external group.

b) To consider the award of the contract to support the Health and Safety and HR for the Council

S24/011 It was noted that we had experienced difficulties with the current provider. The quotes were discussed. It was **RESOLVED** to waive the need for a third tender due to there being limited companies in this marketplace.

S24/012 It was **RESOLVED** to award the contract to company two as set out in the paper and to include the insurance and online training (The training is free for the first year) as a part of the package.

10. NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

S24/013 To note the next Staffing meeting Tuesday 5th November 2024. Agenda items must be with the Clerk strictly by 9am Monday 28th October.

11. CONFIDENTIAL ITEMS

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

S24/014 It was **RESOLVED** to move the meeting into confidential session

b) Update on the project role recruitment (sensitive personal information)

i. Review key terms of employment

S24/015 It was **RESOLVED** to approve the new pay rate of £12 per hour in line with the living wage. One abstention was noted.

S24/016 It was **RESOLVED** to pay an additional amount of 12.07% on top of the hourly rate in lieu of annual leave (referred to as rolling up)

ii. Employment contract

S24/017 It was **RESOLVED** to postpone pension autoenrollment for 3 months from the start date for these roles

S24/018 It was **RESOLVED** to approve the contract for use with the summer placement students.

c) To appoint an additional temporary role (sensitive personal information)

S24/019 It was **RESOLVED** to approve the creation of the additional role using the same pay rate, terms and contract as the other summer programs.

S24/020 An amendment to the role hours was discussed to increase the hours to 90 hours, managed by the Clerk. It was **RESOLVED** to accept the amendment

S24/021 The proposal as amended was discussed and it was **RESOLVED** to appoint the student to this role

d) Review of overtime working arrangements (sensitive personal information)

S24/022 The interim agreement on working patterns was noted.

S24/023 It was **RESOLVED** to amend the contracts to include weekend working arrangements

S24/024 It was noted that weekend working arrangements currently cost the Council £12k plus employer's costs (NI and Pension). It was **RESOLVED** that the Estates and Grounds team be asked for ideas as to how that could be reduced.

12. CLOSURE OF MEETING

S24/025 As all business was transacted the meeting was closed at 9:20pm

Signed by *Heather Thornton*

Chair to the Staffing Committee

Date: 29th August 2024