

# WENDOVER PARISH COUNCIL

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## Minutes of the Staffing Committee Meeting Tuesday 5<sup>th</sup> November 2024 7:00pm

Meeting held at St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

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

**Clerk:** Andy Smith

**Members of Public:** 1

### 1. APOLOGIES FOR ABSENCE

**S24/040** All members were present

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### 2. DECLARATIONS OF INTEREST

**S24/041** None

### 3. MINUTES

**S24/042** The minutes of the Extraordinary Staffing Committee 29<sup>th</sup> August 2024 were **RESOLVED** as a true record to be signed by the Chair.

### 4. CHAIRS ANNOUNCEMENTS

**S24/043** The chair

### 5. PUBLIC PARTICIPATION

**S24/044** None

### 6. CLERKS REPORT

**S24/045** The clerk outlined that all items were on the agenda

### 7. HR REPORT

**S24/046** The chair highlighted the report and the three actions arising from the report were noted. It was further noted that we need to see progress to ensure we get best value from the projects.

### 8. OTHER ITEMS

**S24/047** None

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

**S24/048** To note the next Staffing meeting Tuesday 4<sup>th</sup> March 2025. Agenda items must be with the Clerk strictly by 9am Monday 24<sup>th</sup> February.

### 10. CONFIDENTIAL ITEMS

#### a) Move the meeting into confidential session

**S24/049** The committee **RESOLVED** to enter into confidential session.

#### b) Cost of Living Pay Rise 2024-25

**S24/050** The committee **RESOLVED** to implement the national agreement on the Cost of Living award and backdate the award to 1<sup>st</sup> April 2024

**c) Staffing Budgets for 2025/26**

**S24/051** The budgets were considered and it was noted there were many factors that could change the staffing costs next year. It was **RESOLVED** to propose the budgets as presented to finance for consideration in preparing the budget and precept request for 2025/16

**S24/052** It was **RESOLVED** to authorise the Clerk to refine the calculations if new information on employers NI and pension costs is available before the budget setting meeting

**d) Recognition and rewards**

**S24/053** It was **RESOLVED** to make an interim discretionary award to the member of the grounds team who was lone working, specifically for the period they are lone working.

**S24/054** It was **RESOLVED** to make a discretionary payment of £250 to all staff as a Christmas Bonus for their work over a difficult period.

**e) Staffing**

**S24/055** It was noted that this a good opportunity to review the work we do in the estates team and if it is appropriately staffed. It was **RESOLVED** to authorise up to £1000 to conduct an external review A more detailed specification would be circulated before commissioning.

**11. CLOSURE OF MEETING**

**S24/056** As all business was transacted the meeting was closed at: 7:25pm

Signed by *Heather Thornton*  
Chair to the Staffing Committee

Date: 30<sup>th</sup> January 2025