

# WENDOVER PARISH COUNCIL

## Minutes of the Staffing Committee Meeting

Thursday 29<sup>th</sup> August 2024 7:00pm

Meeting held at The Clock Tower, High Street, Wendover HP22 6DU

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

**Clerk:** Andy Smith

**Members of Public:** None

### 1. CONFIDENTIAL MEETING

**S24/026** The items for discussion were noted as being sensitive and it was **RESOLVED** to move the meeting into a confidential session

### 2. APOLOGIES FOR ABSENCE

**S24/027** None

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### 3. DECLARATIONS OF INTEREST

**S24/028** None

### 4. MINUTES

**S24/029** The minutes of the Extraordinary Staffing Committee 18<sup>th</sup> June 2024 were **RESOLVED** as a true record to be signed by the Chair.

### 5. CHAIRS ANNOUNCEMENTS

**S24/030** The committee were thanked for their time for this meeting.

### 6. OTHER ITEMS

#### a) Lone Working Policy

**S24/031** The research into this policy and guidance was considered. The need for a code word was discussed and it was **RESOLVED** to amend the proposal to remove the need for a code word.

**S24/032** The policy as amended was **RESOLVED**.

**S24/033** It was **RESOLVED** to authorise the Clerk to spend up to £1000 on the necessary health and safety requirements to comply with this new policy

#### b) Weekend Working Policy

**S24/034** The research and the feedback from the current grounds team was noted. It was **RESOLVED** to follow proper process to implement the weekend working model as set out in the paper.

**S24/035** An amendment to the template contract on notice period was proposed and **RESOLVED** to be accepted. It was noted that weekend working as agreed above would be added to the template contract.

**S24/036** The proposal to adopt the new contract as amended and consult with the Estates and Grounds Staff to move to this contract was **RESOLVED**.

**c) Staff appraisals review and update**

**S24/037** The outcome of the mid year appraisals was noted and it was RESOLVED to undertake the follow up actions required.

**7. NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS**

**S24/038** 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.

**8. CLOSURE OF MEETING**

**S24/039** As all business was transacted the meeting was closed at: 7:40pm

Signed by *Heather Thornton*  
Chair to the Staffing Committee

Date: 5<sup>th</sup> November 2024