

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting

Tuesday 7th February 2023 6:45pm

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

Present: Councillors Durden-Moore (Chair), Ballantine, Gallagher, Thornton, Williams, Worth and Washington.

Clerk: Councillor Bulpett

Members of Public: None

1. APOLOGIES FOR ABSENCE

S22/72 All Councillors were present

2. COMMITTEE MEMBERSHIP

S22/73 It was unanimously **RESOLVED** to accept Councillor Gallagher as a member of the committee

3. DECLARATIONS OF INTEREST

S22/74 None declared

4. MINUTES

S22/75 The minutes of the extraordinary meeting of 15th November were **RESOLVED** as a true record and signed by the Chair.

5. PUBLIC PARTICIPATION

S22/76 No public were present.

6. CHAIR'S ANNOUNCEMENTS

S22/77 The Chair thanked the Clerk for his hard work in collating the packs for the meeting, an epic task. The Staffing Committee were also thanked for their support over the past year.

7. CLERKS REPORT AND CORRESPONDENCE

S22/78 An update of the sickness record was note. The new arrangements for the staffing structure, job descriptions for the Clerk and Estates and Events Manager were also noted.

8. OTHER ITEMS

a) HR Report

S22/79 The HR report and recommendations were noted

It was **RESOLVED** to accept the new Clock Tower office staffing arrangement with immediate effect. The updated Job Descriptions for the Clerk and Estates Manager were also unanimously **RESOLVED** to be accepted with immediate effect.

The training report for staff and councillors was noted, it was agreed that records for previous staff and councillors should be excluded from the report.

b) Policy Review

S22/80 i) Volunteering Policy

It was **RESOLVED** to renew with no amendments

S22/81 ii) Equality and Respect Policy

It was felt this combined policy was too long and could potentially cause confusion with existing policies. It was further noted that there should be accurate cross references with other policies, such as the grievance policy.

It was **RESOLVED** to create two new policies:

1. Equality Policy - A new single policy which replaces:

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

2. A Dignity at work policy

dealing with grievance procedure and other parts of the Bullying and Harassment policy as relevant to this topic

It was further **RESOLVED** that the office would work on the detail of these policies for submission to the Full Council meeting on March 7th.

c) Appointment of new Chair

S22/82 The Chair outlined that they were resigning their role as Chair of staffing with effect immediately post this current meeting. It was **RESOLVED** to appoint Cllr Williams as the new Chair of Staffing Committee to commence immediately after the end of this current meeting. Cllr Bulpett, Williams and Worth made specific thanks to Cllr Durden-Moore for her commitment & dedication to resolving staffing issues in close collaboration with the committee at all times.

9. DATES OF FUTURE MEETINGS

S22/83 To note the next meeting of staffing is TBC as the new committee will be selected at the Full Council Meeting on 2nd May 2023, so it will not be possible to hold a staffing meeting

10. CONFIDENTIAL ITEMS

S22/84 It was **RESOLVED** to go into confidential session and members of the public were excluded from the meeting.

a) Annual Remuneration Review

S22/85 i) Annual Increments for office staff

Contractual increments for the office staff were considered and it was **RESOLVED** to agree with the recommendations in the paper.

S22/86 ii) Grounds Team job evaluation process, job descriptions and increments

The Grounds Team job evaluation process, job descriptions and increments were considered, and the evaluation process NOTED

The updated job descriptions and proposed increments were unanimously RESOLVED and it was agreed to implement those as set out in the paper

It was noted that Estates Technician job description was not fitting the role and it was recommended different titles for the Grounds Team be considered by the team.

b) Staffing Plan for Clock Tower

S22/87 Recent changes were NOTED, the financial implications considered, and it was unanimously **RESOLVED** to implement the new staffing arrangements, including the arrangement with Marley Design to be formalised in a Memorandum of Understanding. The staffing arrangement is to be reviewed in July 2023.

11. CLOSURE OF MEETING

S22/88 As all business was transacted the meeting was closed at 7:45

Signed by:

Chair to the Staffing Committee

Date: