

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting

Tuesday 5th November 2024 7:00pm

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

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 29th 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 4th March 2025. Agenda items must be with the Clerk strictly by 9am Monday 24th 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 1st 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
Chair to the Staffing Committee

Date: