



WENDOVER PARISH COUNCIL

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STAFFING COMMITTEE MEETING AGENDA
Tuesday 5th November 2024 - 7:00pm
St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

Committee Membership: Councillors Ballantine, Gallagher, O'Donnell, Thornton (Chair), Wales and Washington

To all Committee Members:

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

AGENDA

1. APOLOGIES FOR ABSENCE

To consider any apologies for absence received:

2. DECLARATIONS OF INTEREST

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.

3. MINUTES

Consideration of approval of minutes of the meeting on 18th June 2024.

4. CHAIR'S ANNOUNCEMENTS

5. PUBLIC PARTICIPATION

The Council is committed to community engagement and warmly invites members of the public to contribute. Members of the public should note that the Council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response later. Members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions during the remainder of the meeting are not permitted.

6. CLERKS REPORT & CORRESPONDENCE

7. HR REPORT

a) HR report from last 12 months

8. OTHER ITEMS

None

9. NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Parish Council Staffing meeting 7.00pm on Tuesday 5th November 2024

10. CONFIDENTIAL ITEM

The Public Bodies (Admission to Meetings) Act 1960 makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest. These staffing items deal with sensitive personal information and confidential staffing matters.

a) Move the meeting into confidential session

To consider moving the meeting into confidential session based on the discussion of sensitive personal details

b) Cost of Living Pay Rise 2024-25(sensitive personal details)

To consider adopting the cost of living pay rise agreed by NALC

c) Staffing Budgets for 2025/26 (sensitive personal details)

To consider the budgets to be recommended to Finance Committee for the next financial year

d) Recognition and rewards (sensitive personal details)

To note the current staffing situation and consider staff rewards.

e) Staffing (sensitive personal details)

To consider commissioning a review of the grounds team staffing

11. CLOSURE OF MEETING

Signed by *Andy Smith*

WENDOVER PARISH COUNCIL

Minutes of the Staffing Committee Meeting

Thursday 29th 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 18th 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 5th 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
Chair to the Staffing Committee

Date:

DRAFT



ITEM 7 – HR REPORT

Headline numbers

Annual Leave	CURRENT YTD		2023/24 FULL YR	
	days	per staff	days	per staff
Number of days booked	78.5	19.6	106	26.50
Number of days still owed	35.5	8.9	10	2.50

Toil	hours	per staff	hours	per staff
Number of hours accrued	85	21.3	145.0	36.3
Number of hours still owed	6.25	1.6	4.0	1.0

Sickness	days	per staff	days	per staff
Number of days taken	37.5	9.4	20.75	5.2
Number of periods of leave	5	1.3	11	2.75

Overtime	Hours	per staff	Hours	per staff
Number of hours of overtime	202	101.0	457	228.5

The big story of the year has been the absence due to sickness. There are two significant events that impact on the figures. Firstly, a Covid outbreak at the office and secondly an ongoing illness of one of the ground staff.

Because of changes in overtime arrangements there will be a significant reduction in hours for the full year – predicting around 160 less hours than last year due to rota changes and sickness. This is a separate discussion.

2024/25 Cost of living increase

The Council links the salaries of the staff to the national scales agreed between the Unions and NALC. Every year the cost-of-living negotiations always mean that there is normally a backdated in year pay rise and this year is no different. Two of the three major unions represented at the talks are currently balloting their members for strike action as a 1.5% pay offer was rejected by them. This means we are not expecting to get any resolution to this increase figure soon. The budgets were projected on another £1925 flat pay rise (c3.88% average) and so the issue is not about affordability but getting a resolved figure that can be implemented.

Review of Student Project Staff

The summer months benefitted from the student staff undertaking work on 3 projects:

- Streamlining office admin and systems
- Reviewing the Local Produce Market and making improvements
- Supporting the development of the strategic plan



Outcomes and impact

At the highest level the Council benefitted from the fresh ideas and enthusiasm in order to progress these three areas

The following outputs were achieved

- Streamlining Project
 - Refinements to the invoicing system to add shortcuts to print invoices and integrate allotments data
 - Refinements to the Street Light reporting mechanism – checks on when lamp last repaired, notifications automatically sent to contractor, updates automatically sent to residents if they provided email address with report
 - Refinements to planning applications records to reduce time inputting data and removing data duplication
 - Refinements to the hedge enforcement process.
 - Resolved decisions document turned into a searchable database (using AI to “read” minutes”)
- Local Produce Market
 - Local Produce Market Report presented to Amenities (which includes research and proposals for the future success of the market)
 - Additional promotion and new stall enquiries
- Strategy
 - Strategic planning framework created and approved by Council

Because of the time frame and scope of the project work more work is needed to follow up:

- The resolved decisions data needs to be accessible via the website and a simple search tool. There is a minor error when uploading new minutes to the database which needs resolving. -TO BE COMPLETED BY THE OFFICE
- The strategic steering group needs to now use the framework to “filter” the ideas for the Council and set out the future plans for the Council – TO BE COMPLETED BY THE STEERING GROUP
- The Amenities Committee has accepted the LPM report and needs to progress the recommendations – TO BE COMPLETED BY THE OFFICE AND AMENITIES COMMITTEE

Impact

A lot of the systems work introduced incremental savings of time and effort. The Estates and Events Manager benefits most from these and this has allowed the office to be more proactive in other areas.:

- The hedge enforcement process has in the past been undertaken when we get complaints into the office. We are now proactively reviewing hedges in the Parish so more footpaths are accessible all year round
- We have a better customer experience for street light repairs and ensuring repairs undertaken within 12 months of a previous repair are done under warranty.
- Papers for meetings are easier to compile with information about previous Council decisions on an item being presented because it is easier to search.
- The Council has a set of options to improve the Local Produce Market
- The market has enjoyed a boost from the attention paid to it.
- We have made step change progress on the strategic planning



Review and Exit interviews

An informal verbal review was undertaken with the whole team and each student was asked to respond to a set of questions sent by email. The questions were as follows:

1. Before you even applied what were your feelings about the role – what did you think you would be doing, what sort of tasks did you think it would involve? How did this compare with what actually happened?
2. How well briefed/inducted/onboarded did you feel – were you clear about what you had to do and the outcomes expected?
3. Did you feel you achieved everything you wanted to do – if not, what could have been different?
4. Have you any other thoughts and comments?

Overview of feedback

In general both parties had a really positive experience with both parties benefitting. The Council got the benefit of an objective view of some of our processes that allowed us to rethink and reprogram and the students got the benefit of “real world” projects. The students all enjoyed being given a clear brief with clear parameters but then being allowed the freedom to make decisions as to how they approach that brief. There is a note of caution in that some candidates may have found this approach overwhelming so if repeating the project careful recruitment is key. Our learning points are:

- The recruitment process did find the right candidates so we need to continue that process
- We need to implement a “project log” that the students in the role fill out as they progress
- Our onboarding was multi stage with many prior contacts before starting and this seems to have been a success

Comments

“Before I applied, I didn’t think I would get the role as I thought I was underqualified!”

“Certainly there was a lot more freedom to take decisions around what I was doing, initially it felt a bit overwhelming coming in with zero experience in this area to then trying to solve some fairly big problems. However through talking to the staff I was able to break down the project into specific goals that would then form my final report. This process helped make clear what had to be achieved.”

“My aims throughout the project shifted [where there was an obvious way forward]”

“I wasn’t aware I was going to have as much free rein over my workload and the way I approached the problems, but I was very happy I did and that was a welcome challenge!”

“Making long term meaningful change was very challenging and I worked to the best of my ability to make some impact”

“I automatically created a log of what I was doing and made a more systematic way to approach each of the tasks by breaking them down because they were all quite big tasks, but maybe for future students recommend this to them as I think this approach was helpful and made the tasks more manageable.”

“from an experience POV, I did achieve everything I wanted to get out of the job, which was experience working in a team, independent work and excel practice”

“It was genuinely a privilege to have the opportunity to work with [Wendover PC] at the clocktower and if you ever need any more help I would be more than happy to be of service.”



“The atmosphere in the clocktower was lovely and friendly, which made it a safe space to learn throughout the process”

“I really enjoyed my time in WPC and am very grateful for the opportunity to get some proper work experience as a student!”