



**WENDOVER PARISH COUNCIL**

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**EXTRAORDINARY STAFFING COMMITTEE MEETING AGENDA**

**Tuesday 18<sup>th</sup> June at 7:30pm**

**St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG**

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

**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.

**MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.**

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**AGENDA**

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- 1) ELECTION OF CHAIR AND VICE CHAIR**  
To consider the election of the Chair and Vice Chair
- 2) APOLOGIES FOR ABSENCE**  
To consider any apologies for absence received:
- 3) 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.
- 4) MINUTES**  
Consideration of approval of minutes of the meeting on 5<sup>th</sup> March 2024.
- 5) CHAIR'S ANNOUNCEMENTS**
- 6) PUBLIC PARTICIPATION - A maximum of 3 minutes per speaker will be allowed.**  
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.
- 7) CLERKS REPORT & CORRESPONDENCE**  
All issues on the agenda
- 8) HR REPORT**
  - a) HR report since the last meeting**
- 9) OTHER ITEMS**
  - a) To sign up to become a living wage employer**  
To consider showing our commitment to fair pay by signing up to the Living Wage

- b) To consider the award of the contract to support the Health and Safety and HR for the Council**  
To consider awarding a contract for professional support for HR and health and safety based on the quotes received.

**10) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS**

The next Parish Council meeting 7.00pm on Tuesday 5<sup>th</sup> November 2024

**11) CONFIDENTIAL ITEMS**

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.

- a) To move the meeting into confidential session (sensitive personal information and commercially sensitive information)**  
To consider moving the meeting into confidential session because of the discussion of sensitive personal information.
- b) Update on the project role recruitment (commercially sensitive information)**
  - i. review key terms of the employment (commercially sensitive information)**  
To consider the impact of changes to living wage amounts and include an amount in lieu of holiday pay (rolled up holiday pay arrangement). Further to consider pension autoenrollment.
  - ii. employment contract**  
To review and consider approving the contract for the project roles
- c) Appointment of an additional temporary role (discussion of personal information)**  
To consider appointing an additional temporary role to develop capacity within the office.
- d) Review of overtime working arrangements (discussion of personal information)**  
To consider the current overtime working arrangements, the interim changes we have been required to make and to authorise a more detailed review of the current situation.

**12) CLOSURE OF MEETING**

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 13<sup>th</sup> June 2024.

# WENDOVER PARISH COUNCIL

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## Minutes of the Staffing Committee Meeting

Tuesday 5<sup>th</sup> March 2024 – 7:00pm

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

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**Present:** Councillors Ballantine, Gallagher, Thornton (Chair), Washington and Williams

**Clerk:** Andy Smith

**Members of Public:** None

### 1. APPOINTMENTS TO THE COMMITTEE

**S23/026** It was RESOLVED to add Councillors O'Donnell and Wales to the Committee

### 2. APOLOGIES FOR ABSENCE

**S23/027** None

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### 3. DECLARATIONS OF INTEREST

**S23/028** None

### 4. MINUTES

**S23/029** The minutes of the Staffing Committee 7<sup>th</sup> November were **RESOLVED** as a true record to be signed by the Chair.

### 5. CHAIRS ANNOUNCEMENTS

**S23/030** The appraisals have been done and completed and these will be discussed later in the meeting.

### 6. PUBLIC PARTICIPATION

**S23/031** None

### 7. CLERKS REPORT AND CORRESPONDANCE

**S23/032** It was noted that all items were on the agenda

### 8. HR REPORT

**S23/033** The report was reviewed and noted. Overtime was considered but noted that the new park at Haddington was included in the weekend litter and inspection schedules and it was all budgeted for.

### 9. OTHER ITEMS

a) Update on project role recruitment

**S23/034** There have been a reasonable number of applications for the two roles. The update was reviewed and noted. The committee considered appointing a recruitment panel. It was **RESOLVED** that the panel will oversee shortlisting and that the interviews will be conducted by the Chair of Staffing, Clerk and Estates and Events Manager.

**S23/035** It was **RESOLVED** that the panel will consist of the Chair of Staffing, Chair of Council and Councillor Ballantine.

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

**S23/036** 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.

## 11. REPORTS FROM WORKING GROUPS

a) **To move the meeting into confidential session because of the discussion of sensitive personal information**

**S23/037** It was **RESOLVED** to move the meeting into confidential session

b) **Staff appraisals**

**S23/038** The objectives for the staff team over the next 12 months were noted and it was **RESOLVED** to advance the staff to the next point on the scale if they were not at the top of their scale. This would come into effect in the April salary run.

## 12. CLOSURE OF MEETING

**PC23/257** As all business was transacted the meeting was closed at 7.27pm

Signed by  
Chair to the Parish Council

Date:



## **ITEM 6 – CLERKS REPORT AND CORRESPONDENCE**

**All issues covered on the Agenda**



## ITEM 7 – HR REPORT

### Headline numbers

#### HR Summary Report for Staffing Committee

#### CURRENT YEAR TO DATE

Reporting year start date	01/04/2024
End Date	31/05/2024
Total number of days	60
Number of staff	4

Annual Leave	CURRENT YEAR		PREVIOUS YEAR	
	days	per staff	days	per staff
Number of days booked	31	7.75	57.5	14.38
Number of days still owed	83	20.75	36	9.00

Toil	hours	per staff	hours	per staff
Number of hours accrued	20	5.0	96.8	24.2
Number of hours still owed	6.5	1.6	36.0	9.0

Sickness	days	per staff	days	per staff
Number of days taken	2	0.5	17.8	4.5
Number of periods of leave	1	0.3	8	2

Overtime	Hours	per staff	Hours	per staff
Number of hours of overtime	76	38.0	157.5	78.75

### Summary of issues

The biggest issue in the period since the last meeting is dealing with a member of staff absent due to emergency surgery. The member of staff was off on Tue 12<sup>th</sup> March and started a phased return on the 25/3/24 with two hours per day from home and gradually increased to full time from the office. The office was rearranged to accommodate working from downstairs during that phased return and this worked well.

### Staff meetings and one to ones

An (almost) six month “appraisal catch up” was held with the staff team at the end of May, early June. Progress was monitored against the appraisal objectives and actions towards those objectives updated and refreshed. As this is prime grass cutting season and we are struggling to keep up (ideal weather for grass) with the cutting our staff meetings are less frequent and shorter to accommodate the fact that the workload is pretty much 100% grass cutting and so little to discuss.



## ITEM 9a – BECOMING A LIVING WAGE EMPLOYER

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### BROUGHT BY

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Clerk

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### SUMMARY

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To consider showing our commitment to fair pay by signing up to the Living Wage

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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#### Introduction from the National Living Wage Foundation

For organisations wanting to demonstrate their commitment as a responsible employer, Living Wage accreditation is the best place to start. By paying the real Living Wage, employers are voluntarily taking a stand to ensure their employees can earn a wage which is enough to live on. That basic fairness is at the heart of what the Living Wage campaign is trying to achieve and why great businesses and organisations choose to go further than the government minimum. As well as it being the right thing to do, there is a growing body of evidence demonstrating the business benefits of becoming a Living Wage Employer.

Accredited employers display the Living Wage Employer Mark to recognise their commitment to the Living Wage. This includes a plaque, merchandise and digital assets to demonstrate that they are a responsible employer to their staff and networks. The employer will also be listed on the Living Wage Foundation website and employer map, with their accreditation often recognised in the media.

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#### Implications for Wendover Parish Council

There will be little extra work as by and large Wendover Parish Council pays a fair rate and have only one “regular” contractor and they are compliant. However, as we look at different staffing models and practices (such as the summer interns) it would enhance our reputation as an employer to have this accreditation.



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**FINANCIAL CONSIDERATIONS**

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There is an accreditation fee of £66 a year

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**LEGAL AND OTHER IMPLICATIONS**

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N/a

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**PROPOSAL**

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To sign up to become a living wage employer





## ITEM 9b – AWARD OF THE CONTRACT TO SUPPORT H&S AND HR

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### BROUGHT BY

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Chair of Staffing/Clerk

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### SUMMARY

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To consider the award of the contract for professional support for HR and Health and Safety based on the quotes received.

Details of the quotes and organisations have been sent under separate cover in an email on ?????

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### PARISH COUNCIL BACKGROUND

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### DETAILS

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## Introduction

## Summary of Quotes

### Company 1

- Employment Law (inc H&S) and HR Support
  - Act as H&S “Competent Person”
  - An annual audit of ongoing health and safety compliance
  - Identify areas of risk and actions required;
  - Review your Health & Safety Policy and Health & Safety Employee Handbook;
  - Support work required from that audit
  - Health and safety software
  - News and updates on legislation
- Expert advice on HR
  - Advice on issues and access to templates
  - News and updates
  - Review of contracts
- Customer portal

**TOTAL £2700 p.a.**

### ADDITIONAL OPTIONS

- Online Learning platform (4 users) £215 p.a.
- Legal Expenses Insurance Administration Fee - Based on 4 employees, exclusive of VAT £65.00
- Legal Expenses Insurance (employment claims) optional inclusive of Insurance Premium Tax £25.00 per person per annum (min. charge £100 per annum)
- Legal Expenses Insurance (Health and Safety prosecution) optional inclusive of Insurance Premium Tax £3.50 per person per annum

### Company 2

- HR Advice and Employment Law
  - Named HR and employment law advisor
  - Advice on issues and bespoke templates



- Someone who has working with Parish Councils
- Annual review of contracts
- News and HR updates
- Customer portal
  
- Health and safety
  - Act as H&S Competent Person
  - On site audit and review
  - General risk assessment
  - Action plan from audit
  - Bespoke annual H&S policy
  - Risk assessment

**TOTAL £2124 p.a. (£177 per month)**

### **ADDITIONAL OPTIONS**

Legal expenses insurance - £8.80 per annum per employee

Access to onsite bespoke training and independent arbitration/investigation

Online learning and system £2.08 per user per month (£99.84 per year with free first year)

## **COMPANY 1 v COMPANY 2**

### **Company 1 is our current company**

- The main advisor from Company 1 has been great and understands our Parish Council.
- This company are the market leader for the Parish Council sector and are now partners with BMKALC so are a trusted organisation
- They have offered a significant discount on previous years fees, however it is still more expensive than company 2

However

- The other HR person we have dealt with was not specific or definitive in the advice and did not provide the information we were promised.
- The current company has missed reviews of our documentation and on site visits. It took 6 months of consistent chasing by the clerk to get our H&S policy reviewed.
- Our representative that deals with our account left the company a number of months ago and we are yet to be given a replacement contact which has made renegotiating the contract difficult.

### **Company 2**

- They offer the same services at a lower price – including a named contact for HR advice.
- Seems to have a more modern approach and marketing
- This company was developed by employees who used to work for Company 1 so they understand the industry well and are established.
- They have many Parish Council contracts in the north but are yet to make inroads south of Birmingham.

Given the issues with company 1 we suggest Company 2 is worth trying and we will seek a cancellation period to give us the opportunity to work out how useful they are.



We have not found a comparable third company that would be able to match the offers of these two companies. Therefore, we would be further requesting to waive the requirement for three quotes/tenders

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**FINANCIAL CONSIDERATIONS**

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There is a budget line for this

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**LEGAL AND OTHER IMPLICATIONS**

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As discussed in the paper

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**PROPOSAL**

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**To waive the need for a third tender**

**To award the contract to Company 2 for the main support**

**To additionally take up the free year online learning and Legal Expenses insurance.**