



# Wheatley Parish Council Staffing Committee Minutes for Wednesday, December 20, 2023.

**Present:** Alison Sercombe, Toby Newman, Richard Barrett, Paul Gregory, Richard Street  
**Officer:** Clerk **Members of the Public:** 0

**The meeting opening at 10:00 and closed at 11:15**

<b>23-34</b>	<b>Item</b>	<b>Action</b>
	<b>#19/2023-24 APOLOGIES FOR ABSENCE</b> - none	
	<b>#20/2023-24 DECLARATIONS OF INTEREST</b> - none	
	<b>#21/2023-24 TO RECEIVE MINUTES</b> From Staffing Committee meeting on 3rd July 2023 – previously circulated, were approved and signed as a true record of the meeting	
	<b>#22/2023-24 TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS</b>	
	<ul style="list-style-type: none"> <li>• #14/2023-24 External support at Cllr Development Day – to be held on 9th March 2023. Clerk has approached Community First Oxford for a session on engaging and supporting new communities. It was hoped to invite Holton PC to these sessions. Chairman and Vice Chairman to approach Holton PC.</li> <li>• #15/2023-24 Review of Wheatley News editorial services. Clerk and Chairman to arrange</li> </ul>	<p style="margin-top: 10px;"><b>AS/TN</b></p> <p><b>AS/CI</b></p>
	<b>#23/2023-24 TO RECEIVE AN UPDATE FROM THE CLERK</b>	
	<ul style="list-style-type: none"> <li>i. Employee Handbook and other policies reviewed and approved by council and circulated. Members reminded to familiarise themselves with policies relevant to themselves.</li> <li>ii. Grounds staff – update given.</li> </ul>	<b>Cllrs</b>
	<b>#24/2023-24 TO REVIEW LEARNING AND DEVELOPMENT OPPORTUNITIES FOR OFFICERS AND MEMBERS</b>	
	<ul style="list-style-type: none"> <li>i. Clerk to continue Level 4 of Community Governance. Study Days in February, April and September. Clerk will be out of the office during these days and will continue with studies throughout the summer period. First years' assignments have been passed.</li> <li>ii. Clerk to attend SLCC Practitioners Conference 31st Jan/1st Feb (agreed under delegated powers with Chairman).</li> <li>iii. Development Day - Spring 2024. (9th March) Agenda suggestions - development Miss Tombs Field (comms). Recruitment of councillors and grants It was agreed to reconvene comms working group to discuss Cllr recruitment campaign. Clerk to arrange.</li> <li>iv. Other upcoming learning and development opportunities/requirements - SLCC memberships for Clerk &amp; Ast Clerk - approved - Cllr requirements – Cllrs were reminded that there are opportunities available to them and to contact officers if they have any learning and development opportunities they wish to attend. <b>Cllr Sercombe to contact Cllr Davis</b></li> </ul>	<p style="margin-top: 10px;"><b>Clerk</b></p> <p><b>AS</b></p>

- #25/2023-24 HEALTH & SAFETY**
- i. Fire Risk Assessments and appointment of 'responsible person(s)' – Members agreed for Clerk and Ast Clerk to share this responsibility. **Clerk to liaise with Ast Clerk.** **Clerk**
  - ii. Road Marshalls – approved Grounds Staff undertaking Lantra training for community events. Clerk to arrange **Clerk**
- #26/2023-24 TO CONSIDER STAFFING RESOURCES FOR 2024 AND BEYOND**  
A discussion took place regarding anticipated resources required to complete planned projects. Members agreed to:
- Increase Clerks hours to 30 per week for an initial 3-month trial.
  - Research a fixed term funding/grant officers' role for 2024 **AS/Clerk**
  - Use anticipated reserves to fund these
- #27/2023-24 TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING DUE TO PERSONAL AND CONFIDENTIAL NATURE OF BUSINESS TO BE TRANSACTED – Approved**
- #28/2023-24 TO REVIEW PERFORMANCE AND PROFESSIONAL MANAGEMENT**
- i. Appraisal process for 2023-24. Appraisals would take place from January onwards, following the council's processes. Cllr Sercombe and Barrett agreed to meet with Clerk to complete her appraisal. **AS/RB /Clerk**
  - ii. Ongoing management and review – see item #29/2023-24
- #29/2023-24 TO RECEIVE AN UPDATE ON REVIEW OF OFFICER ROLES**
- i. Review of officer roles. Clerk has approached OALC, who have liaised with their HR consultant and quoted £100 per role to undertake a review. – Approved. Clerk to contact OALC. **Clerk**
  - ii. NJC pay award (additional £1 per hour) and minimum wage increases from April 2025. Clerk raised this with members, who agreed to review pay scales as part of the review of officer's role. Salaries for 2024-25 would be reviewed after appraisals had been carried out.
- #30/2023-24 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION - none**
- #31/2023-24 ITEMS FOR INFORMATION - none**
- #32/2023-24 DATE OF NEXT MEETING** To be confirmed.