



Wheatley Parish Council Staffing Committee Agenda for **Wednesday, October 2, 2024**

Members of Wheatley Parish Council's Staffing Committee

are hereby summoned to attend a meeting of the Staffing Committee to be held at the Parish Office, 89a High St on Wednesday, October 2, 2024, at 14:30 for the purpose of transacting the following business.

Signed: *M Legg* Clerk to the Parish Council, 27 September 2024

Members are reminded to declare an interest for relevant agenda

The meeting is held in public, you can join in person or watch live; scan the QR code to watch/join or copy and paste <https://bit.ly/47N6BoX>.

Copies of documentation and meeting links are available from the parish office, clerk@wheatleyparishcouncil.gov.uk or 01865 875615.



AGENDA

- #1/2024-25 TO ELECT A CHAIRMAN OF THE STAFFING COMMITTEE**
- #2/2024-25 TO ELECT A VICE-CHAIRMAN OF THE STAFFING COMMITTEE**
- #3/2024-25 APOLOGIES FOR ABSENCE**
- #4/2024-25 TO RECEIVE THE MINUTES FROM THE STAFFING COMMITTEE ON 28TH MARCH 2024**
- #5/2024-25 TO RECEIVE UPDATES ON OUTSTANDING ACTIONS FROM THE STAFFING COMMITTEE ON 28TH MARCH 2024**
 - i. Grants officer - currently on hold until update on Community Ownership Fund
 - ii. Volunteer Policy - on hold due to resources. Hope to begin implementation with newsletter volunteers
 - iii. Salary review for Clerk/Ast Clerk implemented. No updates on NJC pay award for 2024-25 yet.
- #6/2024-25 TO RECEIVE AN UPDATE FROM THE CLERK**
 - i. New policies and procedures implemented (sickness, menopause, flexible working etc.)
- #7/2024-25 TO DISCUSS UPCOMING & A REVIEW OF RECENT LEARNING & DEVELOPMENT OPPORTUNITIES**
 - i. Councillor development day - agenda and objectives for the day
 - ii. Councillor training/sessions undertaken
 - iii. Staff training
- #8/2024-25 TO CONSIDER BUDGET REQUIREMENTS FOR 2025-26**
- #9/2024-25 RESIGNATION OF CLERK/RFO**
 - i. To note the resignation of the Clerk/RFO
 - ii. To note the leaving date
 - iii. To consider the procedure for the Clerk's final expenses and accrued annual leave/TOIL

#10/2024-25 TO DISCUSS THE EMPLOYMENT OF A NEW CLERK/RFO

- i. To discuss the councils current and future requirements for the role
- ii. To consider Job Description and Person Specification
- iii. Hours and Pay Scale
- iv. Contract
- v. Advertisement and recruitment pack
- vi. Locum Clerk - to consider the appointment of an interim locum Clerk

#11/2024-25 TO DISCUSS OTHER STAFFING & RESOURCE ISSUES/OPPORTUNITIES

- i. Update on p/t grounds maintenance operative within probation period
- ii. Councillors - one new co-option. Four vacancies, recruitment to be discussed at development day
- iii. Agree process for inductions - completed early or councillor involvement?

#12/2024-25 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION

#13/2024-25 ITEMS FOR INFORMATION

#14/2024-25 DATE OF NEXT MEETING