

Wheatley Parish Council Staffing Committee Minutes

Wednesday 10th November 2021 in the Parish Office

Present: Cllrs R Barrett (RB), P Gregory (PG), A Sercombe (AS) (Chair).

Officer: Michelle Legg (Clerk)

Members of the Public: 0

Meeting started at 14.00 and ended at 14:53

11. **APOLOGIES FOR ABSENCE –**
12. **DECLARATIONS OF INTEREST – none** **All**
13. **MINUTES AND ACTIONS** from previous meeting 20th September 2021 were signed, **All**
by the Chairman as a true record of the meeting.
14. **TO RESOLVE TO EXCLUDE THE PUBLIC FROM THE MEETING DUE TO THE PERSONAL CONFIDENTIAL NATURE OF BUSINESS TO BE TRANSACTED -** **Chair**
approved
15. **TO RECEIVE AN UPDATE FROM THE CLERK – noted** **Clerk**
16. **TO DISCUSS GROUNDS MAINTENANCE VACANCY** **Clerk**
 - i) Temporary cover – subject to conditions approved by the committee an extra 10 hours per week were to be offered to current GMO until vacancy has been filled.
 - ii) Review of job description and personal specification. The committee reviewed the current job description and specification and agreed to revise the basic rate of pay in line with the Oxford Minimum wage (£10.31), with flexibility depending on the preferred candidates experience. Post will be offered with 16 hours per week, with flexible working available.
 - iii) Recruitment process and deadlines. It was agreed that adverts would be placed in Wheatley News, on website, shared via social media, word of mouth and posters displayed around the village. Deadline for applications agreed (4pm 23rd December) with interviews to take place between 12-14 January 2022.
17. **TO DISCUSS BUDGETARY REQUIREMENTS FOR 2022-23** **Clerk**

Committee discussed further budgetary requirements based on current vacancy. Clerk to review staffing budgets and learning and development, to support new and current employees.
18. **REVIEW OF KEY DOCUMENTS** **Clerk**
 - i) Lone working policy – noted
 - ii) Learning and development policy – notedBoth documents to be presented to full council in December 2021
19. **TO DISCUSS LEARNING AND DEVELOPMENT OPPORTUNITIES AND REQUIREMENTS** **Clerk**
 - i) Review of recent learning and development. Some councillors have recently attended workshops, Clerk and Assistant Clerk attended virtual SLCC conference.
 - ii) Training and development requests – ethical standards training available to councillors and councillors reminded of other development opportunities.
 - iii) SLCC membership approval (Clerk and Ast Clerk) - approved
20. **ITEMS FOR INFORMATION - none** **All**