

Wheatley Parish Council

Staffing Committee Minutes Monday 21st September at 11am

Present: Cllrs P Gregory (PG), D Lamont (DL), A Sercombe (AS)

Officer: Michelle Legg (Clerk)

Members of the Public: 0

Action

- 20. APOLOGIES FOR ABSENCE – Cllr Wilmott**
- 21. DECLARATIONS OF INTEREST – none**
- 22. MINUTES** were signed as a true record of the meeting. No outstanding actions
- 23. TO CONFIRM COMMITTEES TERMS OF REFERENCE** were approved by the committee and are to be presented to the council at their next meeting. **Chair/ Clerk**
- 24. TO RECEIVE AN UPDATE ON RECRUITMENT FOR GROUNDS MAINTENANCE OPERATIVE**
New member of staff to begin on 29th September. An induction will be carried out, including visits to all council sites, with discussions on work to be carried out. A six-month probation will be in place to support the member of staff. Off-site training will be booked and attended once opportunities become available. **Clerk**
- 25. TO DISCUSS BUDGET REQUIREMENTS FOR 2021-2022**
The Clerk has already recalculated the anticipated staffing costs for the upcoming year. The calculations also highlight a range of percentage increases that will need to be considered after appraisals. Increases to training budgets (additional £1,000) to be made to address training needs of staff and councillors
- 26. TO DISCUSS TRAINING REQUIREMENTS FOR 2020-21**
New starters will need to undertake on and off-site training (Rospa and PA1/6) Clerk has booked onto slcc virtual conference and asked committee to commit to pay assistant clerk SLCC membership and attendance at the same conference. This was approved.
A refund request had been made to NALC following the cancellation of the spring conference. Clerk and Cllr Carmen requested to join several sessions on the newly arranged NALC training virtual conference. This was approved.
- 27. CORRESPONDENCE RECEIVED AND ITEMS NEEDING URGENT ATTENTION - none**

Next meeting date - TBC