



# Wheatley Parish Council Staffing Committee Minutes for Monday 3<sup>rd</sup> July 2023

**Present:** Cllrs R Barrett (RB), P Gregory (PG), A Sercombe (AS) (Chairman), and M Legg (Clerk)

**Meeting opened at 10:00 and closed at 10:50**

23-24	Item	Action
1.	<b>ELECTION OF CHAIRMAN FOR THE STAFFING COMMITTEE</b> – Cllr Barret proposed Cllr Sercombe, this was seconded by Cllr Gregory and approved.	
2.	<b>ELECTION OF VICE-CHAIRMAN FOR THE STAFFING COMMITTEE</b> – Cllr Sercombe proposed Cllr Barrett, this was seconded by Cllr Gregory and approved.	
3.	<b>APOLOGIES FOR ABSENCE</b> – none	
4.	<b>DECLARATIONS OF INTEREST</b> - none	
5.	<b>TO RECEIVE MINUTES</b> from Staffing Committee meeting on Thursday 19 <sup>th</sup> January 2023 – previously circulated, were signed by the Chairman as a true record of the meeting.	
6.	<b>TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS</b> from Staffing Committee meeting on Thursday 19 <sup>th</sup> January 2023 - <b>none</b>	
7.	<b>TO RECEIVE AN UPDATE FROM THE CLERK</b> - noted	
8.	<b>TO REVIEW TERMS OF REFERENCE FOR STAFFING COMMITTEE</b> – agreed and to be confirmed by council.	
9.	<b>TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING DUE TO THE PERSONAL AND CONFIDENTIAL NATURE OF BUSINESS TO BE TRANSACTED</b> - approved	
10.	<b>TO REVIEW PERFORMANCE AND PROFESSIONAL MANAGEMENT</b> Appraisals and probation had been/were being completed. The staffing team were working well together, and councillors acknowledged the benefit of local connections bought by staff, helping the council to develop and nurture relationships.	
11.	<b>TO APPROVE PERMANENT APPOINTMENT OF GROUNDS MAINTENANCE OPERATIVE</b> – Following a successful probation period, the permanent appointment of grounds maintenance operative was approved. Their rate of pay would be increased in line with colleague's hourly rate.	
12.	<b>TO CONSIDER PAY AWARDS AND CONDITIONS FOR 2023-24.</b> Councillors discussed the briefing paper and agreed to increases between 5%-6%.	
13.	<b>TO CONSIDER REQUEST TO REVIEW ROLES</b> – approved review of the Assistant Clerk role, following increase to roles and responsibilities.	<b>Clerk</b>
14.	<b>TO REVIEW LEARNING AND DEVELOPMENT OPPORTUNITIES FOR OFFICERS AND MEMBERS</b> i) To review recent learning and development opportunities – Clerk has passed first assignments and is working on the remainder for this academic year. First aid training undertaken by Ast Clerk, to support events.	<b>All</b>

ii) To consider future learning and development opportunities – Councillors reminded to consider opportunities. Cllr Gregory would like to attend an ‘experienced councillors’ session – Clerk to request this from OALC. Councillors were also keen to investigate a 2-hour session be delivered at next WPC development day. Clerk to investigate. Councillors approved Clerks attendance at SLCC National Conference and PA1/PA6 training from Grounds Maintenance Operative.

- 15. REVIEW OF EDITORIAL SERVICES FOR WHEATLEY NEWS** – Clerk and Chairman to undertake annual review of the service and to consider increase in fees.
- 16. TO REVIEW POLICIES & DOCUMENTS.** **Clerk**  
i) Employee handbook – to be completed over summer
- 17. TO CONSIDER BUDGET REQUIREMENTS FOR 2024-25** **All**  
Members were aware of the potential increase to work loads and projects that could begin within next 12-months, which may impact on the workload of staff. It was agreed to request an allocation within reserves to cover any potential impact in 2024-25, to cover any potential costs.  
Learning and development budget to include community governance fees for year 2 of Clerk’s qualification.
- 18. ITEMS FOR INFORMATION - none** **All**

**DATE OF NEXT MEETING TBC**