

Wheatley Parish Council Virtual Staffing Committee Minutes Monday 2nd November 2020

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

Officer: Michelle Legg (Clerk)

Members of the Public: 0

28. APOLOGIES FOR ABSENCE – none

29. DECLARATIONS OF INTEREST – none

30. MINUTES from meeting held on 21st September 2020 were signed as a true record of the meeting. There were no outstanding actions.

31. TO RECEIVE AN UPDATE FROM THE CLERK

- i) New Grounds Maintenance Operative has taken up his contract and has been making headway on key areas. Weekly contact is being maintained.
- ii) Update on Annual Leave – updated provided, staff to be reminded to use their annual leave entitlement or lose it. Clerk clarified closure of office for Christmas between 24th December until 4th January 2021.

32. TO DISCUSS NALC MODEL CONTRACT/SCP/GREEN BOOK

The Clerk gave an overview of the recent SLCC conference where this was raised. It was agreed for the Clerk to review current contract with NALC model contract and to present findings to committee.

Clerk

33. TO DISCUSS BUDGET REQUIREMENTS FOR 2021-2022

The committee reviewed salary requirements for the next financial year, which included an increase of 2.5%. Clerk to update budget line accordingly before it is presented to council. It was also proposed that the training budget to be increased to £3,000, to support staff and councillors, in line with council's strategic plan.

34. TO DISCUSS LEARNING AND DEVELOPMENT OPPORTUNITIES AND REQUIREMENTS

Clerk to update learning records for councillors and to remind new councillors to sign up for the roles and responsibilities training. Clerk to review and update Learning and Development policy so that this training is mandatory, alongside an induction.

Clerk

35. CORRESPONDENCE RECEIVED AND ITEMS NEEDING URGENT ATTENTION

- i) NEST updates

MEETING CLOSED AT 11.43