

# Wheatley Parish Council Virtual Staffing Committee Minutes Monday 15<sup>th</sup> February 2021

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

**Officer:** Michelle Legg (Clerk)

**Members of the Public:** 0

## No AGENDA ITEM

**36. APOLOGIES FOR ABSENCE – none**

**37. DECLARATIONS OF INTEREST – none**

**38. MINUTES** from previous meeting 2nd November 2020 were signed as a true record of the meeting.

**OUTSTANDING ACTIONS –** Clerk to revisit NALC/Staff contract ahead of next meeting.

**Clerk**

**39. TO RECEIVE AN UPDATE FROM THE CLERK**

- i) Update on Annual Leave – noted
- ii) Update on employee probations - noted
- iii) Request for renewal of SLCC membership - approved

**40. TO CONSIDER APPRAISAL RESPONSES - noted**

**41. TO CONSIDER ANNUAL EMPLOYEE SALARY INCREASES FOR 2021-20**

The committee reviewed the appraisals and approved a 2.5% increase for all staff and to include the newsletter editor contract. **Clerk to communicate this to staff and editor.**

**Clerk**

**42. TO DISCUSS COVID-19 WORKING CONDITIONS**

Committee were happy that the appropriate support and conditions were in place. **Clerk to work with GMO to complete removal of green waste**

**Clerk**

**43. TO DISCUSS LEARNING AND DEVELOPMENT OPPORTUNITIES AND REQUIREMENTS –** Council is committed to supporting councillors and staff through learning and development. Clerk has created a working document to record learning and development that has taken place. Cllrs to be asked to review and update their personal records.

**44. TO REVIEW EQUALITIES POLICY –** reviewed, with no changes. Clerk to present this at next full council meeting

**Clerk**

**45. CORRESPONDENCE RECEIVED AND ITEMS NEEDING URGENT ATTENTION**

- i) NALC/SLCC/OALC updates
- ii) Handford PC meeting.

**Meeting closed at 1.42pm  
Next meeting – to be confirmed**