



Minutes of a Meeting of the
STAFFING AND STRATEGY COMMITTEE
of the Winkfield Parish Council held on
Tuesday 23rd January 2024 from 19.30 - 20.37

Those present:

Cllr N Atkinson
Cllr Dudley (Chair)
Cllr G Paxton

Cllr G Barber
Cllr Ms M Gaw
Cllr R Warren

Cllr Blyth
Cllr Michie

Officers: Mrs Ruth Lyes, Clerk

SS 615 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Blakemore

SS 616 DECLARATION OF INTEREST

None declared.

SS 617 MINUTES OF THE PREVIOUS MEETINGS

The minutes of the meeting held on 26th September 2023 are attached at Appendix 1 for information – these have been adopted by Council. **Noted**

Cllr Atkinson requested a follow up be obtained from the Climate Working Party on the progress of the Climate Change Policy Review.

Cllr Barber arrived 19.32

SS 618 POLICIES REVIEW

i. Co-Option Policy

A revised draft policy was attached as Appendix 2 for review. The Clerk attached a file note at Appendix 2.1 on Co-Option Voting Process for review. Discussion followed. The Clerk advised that guidance from HALC was for voting to take place in open meeting and that current WPC Standing Orders allow only for voting by show of hands which is reflected in the current Co-Option Policy. Pros and cons of a written ballot in open session or show of hands in open session were discussed.

The following recommendations were made:

- i. It was proposed by Cllr Blyth., seconded by Cllr Paxton and unanimously

RESOLVED to **recommend** to Council that the updates proposed by the Clerk as per appendix 2 and in line with current NALC LTN 8 Elections and Co-Option be adopted and also that the following amendments be made to the Co-Option policy and to Council Standing Orders:

- a. Standing Orders to allow for voting in the co-option process to be by way of written ballot in open session.
- b. Co-option policy to state that voting will be by written ballot with the votes to be counted by the presiding officer in attendance at the meeting

ii. It was proposed by Cllr Barber., seconded by Cllr Paxton and unanimously

RESOLVED to recommend to Council that during the candidate presentations, only the candidate giving the presentation will be present in the room. Other candidates will be required to vacate the room.

iii. It was proposed by Cllr Dudley, seconded by Cllr Blyth and unanimously

RESOLVED to recommend to Council that section 6.3 of the WPC Co-Option Policy be amended to preclude any discussion in closed session. Following the conclusion of the candidate presentation and question session the council will move to a vote without discussion between Councillors.

SS 619 NEW POLICIES

i. Dignity at Work Policy

This model policy has been approved by NALC and SLCC for use by Councils in conjunction with the Civility & Respect Pledge. It is intended as a replacement for any previous Bullying & Harassment Policy (WPC current policy was attached at Appendix 3 for information). The model Dignity at Work policy was attached at Appendix 4.

ii. Safeguarding Policy

A draft policy was attached at Appendix 5 for consideration.

It was proposed by Cllr Dudley seconded by Cllr Warren and unanimously

RESOLVED to recommend to Council:

- a. that the draft Dignity at Work Policy be adopted as a replacement to the current Anti – Harassment and Bullying Policy
- b. that the draft Safeguarding Policy be adopted

SS 620 UPDATED NALC STAFF MODEL CONTRACT

NALC have issued an updated staff model contract which was attached as Appendix 6 together with explanatory notes issued by NALC. This template contract incorporates “Green Book” terms and conditions.

Discussion followed and the Clerk will obtain further information relating to Mileage Payments and HMRC regulations. Further review of the Model Contract was adjourned to the next meeting of Staffing & Strategy Committee.

SS 621 NJC PAYSCALES FOR 2023/24

Notification by the National Joint Council was issued 1st November '23 that agreement had been reached for the 2023/24 pay scales. These have been applied and backdated. A copy of the agreed rates was attached at Appendix 7
Noted

SS 622 STAFF TRAINING

The following training has been carried out by various staff members as appropriate to their role:

Working at Height Awareness / Fire Marshall / manual Handling / PAT Testing / Asbestos Awareness

Various CPD SLCC webinars have been attended by the Clerk. **Noted.**

SS 623 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Cllr Blyth, seconded by Cllr Paxton and unanimously

RESOLVED that pursuant to the Public Bodies (Admissions to Meetings) Act 1960, members of the press and public be excluded from the meeting during consideration of the following matters.

SS 624 STAFFING

10.1 Staff Probationary Periods

The probationary periods for three staff were reviewed.

- i. It was proposed by Cllr Dudley, seconded by Cllr Paxton and unanimously

Resolved to recommend to Council approved successful completion of the Clerks probationary period

- ii. It was proposed by Cllr Dudey, seconded by Cllr Blyth and unanimously

Resolved to recommend to Council approved successful completion of the grounds staff member probationary period

- iii. It was proposed by Cllr Dudey, seconded by Cllr Warren and unanimously

Resolved to recommend to Council that the approval of the successful completion of the office staff member trial period ending 1st March '24 be delegated to the Clerk subject to there being no concerns raised in the interim period.

10.2 Job Evaluation – Deputy Responsible Finance Officer Role

A Clerks Report was attached at Appendix 8 to consider an amendment to the scale point range for the job to NJC scp 23-28 back dated to 1st January 2024.

Staffing & Strategy 23rd January 2024

This review prompted some discussion about WPC Business Continuity Plans for the absence of the Clerk. The Clerk will investigate options and present to Staffing & Strategy at their next meeting.

It was proposed by Cllr Dudley, seconded by Cllr Atkinson and unanimously

Resolved to recommend to Council that the point range for the role be amended to NJC scp 23-28 and back dated to 1st January 2024.

Chairman