

Minutes of a Meeting of the
STAFFING AND STRATEGY COMMITTEE
of the Winkfield Parish Council held on
Tuesday 14th January 2025 from 7.30 pm – 9.26 pm



Those present:

Cllr N Atkinson
Cllr Dudley (Chair)

Cllr G Barber
Cllr G Paxton

Cllr E Blyth
Cllr R Warren

Officer: Ruth Lyes, Clerk

SS 24/28 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting

SS 24/29 PUBLIC PARTICIPATION

None

SS 24/30 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Gaw and Cllr Blakemore

SS 24/31 DECLARATION OF INTEREST

None.

SS 24/32 MINUTES OF THE PREVIOUS MEETING

The minutes from the previous Staffing & Strategy Committee meeting on 24th September 2024 were attached to the agenda as Appendix 1 and were reviewed.

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

RECOMMENDED that the minutes of the meeting held on 24th September 2024 be confirmed, signed and adopted.

SS 24/33 POLICIES REVIEW

i. **Risk Management Policy**

The Clerk had reviewed the current Risk Management Policy and proposed changes were considered (attached as Appendix 2 to the agenda). It was noted that the policy must be reviewed and approved by the Council before the end of the financial year to meet AGAR Internal Control assertions.

Following discussion some minor amendments were suggested.

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- Value for Money/ Procurement – to include professional advice from consultants
- Reference to “Members” to be amended to “Councillors”
- Reporting & Auditing – budget monitoring now quarterly report to Council
- Personnel Health & Safety – include reference to the Employee Assistance programme

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

RECOMMENDED that with the amendments, the Risk Management Policy be recommended to Council for adoption

SS 24/34 NEW POLICIES

i. Staff Absence & Leave Policy

The draft Staff Absence & Leave Policy was presented for review (attached as Appendix 3 to the agenda)

Following discussion the following amendments were suggested:

- Notification of absence to include telephone contact with the Clerk 9 or next most senior person in the absence of the Clerk)
- In the case of long-term sickness, weekly updates to be provided to the Clerk

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

RECOMMENDED that, with the amendments stated above, the draft Staff Absence & Leave Policy be recommended to Council for adoption

SS 24/35 STAFFING & STRATEGY TERMS OF REFERENCE (TOR) REVIEW

The TOR for the Staffing & Strategy Committee (attached as Appendix 4 to the agenda) are due for review at the May Annual Parish Council Meeting. Since this is the last meeting of the Committee prior to the Annual Meeting, the TOR were reviewed. A suggested amendment by the Clerk proposed that the Annual Review of Insurance arrangements be moved under the remit of the Finance Working Party.

Following discussion the following additional change was suggested:

- Wording of the clause (7) to be amended to: Appoint from its membership a panel to hear any formal grievance

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

RESOLVED to recommend to Council at the Annual Meeting, the TOR, with the amendments related to Annual Insurance Review and Grievance Panel (clause 7)

SS 24/36 TRAINING & CONTINUAL PROFESSIONAL DEVELOPMENT

The Clerk advised that since the last meeting, the following training / CPD has been completed by various staff members as appropriate to their role:

GDPR / FILCA / Risk Assessment / COSHH / Asbestos Awareness / Charitable Trusts / Budget Setting & Monitoring / Procurement, Contracts & Tenders / Empowering the Young Councillors of Tomorrow **Noted**

SS 24/37 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Cllr Dudley, seconded by Cllr Barber and was 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 staffing matters.

SS 24/38 STAFFING STRUCTURE REVIEW

Following Council resolution CM 24/132 (August 2024), the LCC Consultancy was engaged to review the Winkfield Parish Council staffing structure and provide a report with recommendations. The full report was circulated in advance of the meeting to Committee members. A Clerk's report summarising the consultant's recommendations was provided as Appendix 5 to the agenda.

i. The committee considered the recommendations of the consultant.

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

RESOLVED to recommend the following to Council:

- Creation of a new Assistant Clerk post.
- Recruitment of an Assistant Clerk, 20 hours per week, to start in the new Financial Year.
- Adoption of the revised staffing salary gradings from April 2025 with job descriptions to be subject to ongoing reviews linked to the performance management process.
- Change of the annual increment review date to the start of the new financial year, subject to staff consultation. New starters to be subject to 6-month period before being considered for an increment but thereafter falling in line with the annual April increment cycle

ii. Under the delegated powers of the Staffing & Strategy Committee TOR the following matters were then considered:

- A draft job description for the Assistant Clerk role
- Clerk to be tasked with managing the recruitment process, subject to Council approval of the role creation.

Following discussion, the following amendment was considered in relation to the Job Description:

- Job role title to be amended to "Assistant to the Clerk"

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

RESOLVED to approve the following:

- The job title and description for the new role to be Assistant to the Clerk
- Clerk to be tasked with managing the recruitment process, subject to Council approval of the role creation

Chair