

WOBURN SANDS TOWN COUNCIL

Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH

Telephone: 01908 585368 (24 hrs.) Fax: 01908 585239

e-mail: a.jordan@wstc.org.uk

www.woburnsands.org.uk

**Meeting of the Staffing Committee on
Thursday 27th March 2025 at 5pm in the Committee Room, Memorial Hall.**

	Minutes	Actions
9/25	Present: Cllr W Green, R Allan, T Sutton, A Poppleton, Clerk A Jordan	
10/25	Apologies: none	
11/25	DECLARATION OF INTEREST: Under the localism act 2011 (section 26-37 and schedule 4) and in accordance with the Council's code of conduct, all members must declare any interests which they may have in any of the items under consideration at this meeting.	
12/25	Minutes: To approve the minutes from the meeting of Tuesday 4 th Feb. 2025. RA proposed TS seconded	APPROVED
13/25	Actions outstanding from previous minutes: Amendment to para 19 SO agreed at full council meeting 10 th Feb.25	
14/25	Handbook: Cllr W Green would like the committee to agree to creating a Staff Handbook.	AGREED
15/25	HR Policies: To consider which policies should be adopted by WSTC and the timescale. List of those recommended for a small council from NALC website circulated. Agreed sensible to adopt model policies, or those already written by other councils, and amend for our council. Cllr A Poppleton advised a HR company would provide a handbook – see next item.	
16/25	Retention of HR Professionals: Shortlist to be circulated – PD... Work Nest; LCC (branch of SLCC). To consider contracting out HR work. This committee will recommend and the full council agree. The Clerk can gather quotes/prices and what needed for the budget, where it can come from out of the budget. NALC and SLCC offer limited HR advice within their membership. Clerk to find out what is included in our membership in regard to policies and handbook, what they can offer. Then to gather cost of anything needed that is not included in membership.	Clerk to speak to NALC/SLCC
17/25	Appraisals: To agree who will be carrying out the Clerk's appraisal and other staff appraisals To agree a date for the Clerk's appraisal. (Note: Standing	

	<p>Orders and job contracts give different information on who undertakes appraisals, the Mayor or the Chair of the Finance Committee). Clerk to amend for next council meeting.</p> <p>Date agreed for the Clerk's appraisal. Dates for Sam and Dan to be arranged. Cllr W Green updating paperwork/ Cllr A P to proof read.</p>	<p>Clerk</p> <p>Clerk</p>
18/25	<p>Staff hours – confidential item:</p> <p>To consider paying the Clerk for additional hours worked and time taken off in lieu of payment. 27 hours – 2 days in lieu and 12 hours pay.</p>	AGREED
19/25	<p>Staffing Review – confidential item:</p> <p>To consider a full staffing review to improve efficiency and working conditions. This is to look at the hours, job, and if contracted hours fit the current job roles. Chair of committee and Clerk have discussed separating the Clerk and RFO role.</p> <p>Clerk to look at how many hours spent on RFO work. Can consider the Finance Assistant position to fund the RFO.</p> <p>Following the recruitment of an RFO then consider a staffing review at a future date looking at the on-going growth of the council (SEMK).</p>	<p>Cllr R Allan to present to full council</p> <p>Cllr T Sutton to research job descriptions for RFO</p>
20/25	<p>Date of next meeting: to be confirmed at Annual Town Council Meeting</p> <p>Meeting ended 18.10</p>	

Under the Public Bodies (Admissions to Meetings) Act 1960, the public are excluded from items 18/25 and 19/25 on the grounds of the confidential nature of the business to be transacted.

Signed:

Date: