



# WEXHAM COURT PARISH COUNCIL

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## Minutes of the Employment/ Staffing/HR Committee of the Wexham Court Parish Council held on Friday 20<sup>th</sup> September 2019 at Wexham Court Parish Hall, Norway Drive.

Meeting Started at 7:31pm.

### Councillors Present:

Cllrs I. Ahmed, R. Aldridge, P. Aldridge and M. Hamilton

### Officers Present:

Mr Steven Gillingwater

Responsible Finance Officer (RFO)

Agenda Item and Reference	Minutes	Resolution/ Action Point
Election of Chair of the Committee ESHR/1920/001	<p>The RFO opened the meeting and called for nominations for Chair of the Employment/Staffing/HR Committee for the year 2019 to 2020. Cllr I. Ahmed Proposed Cllr P. Aldridge as Chair and Seconded by Cllr M. Hamilton.</p> <p>No further nominations were received; therefore Cllr P. Aldridge is elected to serve as the Chair of the Employment/Staffing/HR Committee for the year 2019 to 2020.</p>	Cllr P. Aldridge is elected to serve as Chair of Employment/Staffing/HR Committee for the year 2019 to 2020.
Election of Vice Chair of the Committee ESHR/1920/002	<p>The RFO called for nominations for the Vice Chair of the Employment/Staffing/HR Committee for the year 2019 to 2020. Cllr I. Ahmed proposed Cllr M. Hamilton as Vice Chair and Seconded by Cllr R. Aldridge.</p>	Cllr M. Hamilton is elected to serve as Vice Chair of Employment/Staffing/HR Committee for the year 2019 to 2020.

	No further Nominations were received; therefore Cllr M. Hamilton is elected to serve as Vice Chair of Employment/Staffing/HR Committee for the year 2019 to 2020.	
Receive and Approve Apologies of Absence ESHR/1920/003	None	None
To Review Terms of Reference for the Employment/Staffing/HR Committee ESHR/1920/004	The Committee reviewed the Terms of Reference which are attached to the minutes with the amendments. Please see appendix 1.	The Committee reviewed the Terms of Reference and made amendments.
To discuss and Approve the Appraise of All Staff Members ESHR/1920/005	<p>Cllr I. Ahmed proposes, seconded by Cllr R. Aldridge; that the Chair of the Committee appraises the Booking Clerk and the Caretaker as concerns were raised that an appraisal has not been done for some years.</p> <p>The Committee also discussed appraise of the Clerk, however due to the Clerk currently going through a disciplinary, the Committee resolved not to appraise the Clerk till the disciplinary was completed.</p> <p>The Committee discussed the appraisal of the RFO but the Committee stated that as he had not been in position for a year and a review will be taking place in January, there was no need to be appraised.</p> <p>The Committee felt that with the appraisal, that the Chair should have assistance and therefore requested that the RFO should work with the Chair of the Committee to implement the Appraisal.</p>	<p>Cllr P. Aldridge appraises all members of staff with the assistance of the RFO.</p> <p>The Clerk will not be appraised until the disciplinary hearing was completed.</p> <p>The RFO could not be appraised as he has not been employed for a year and the review was scheduled for January so an appraisal is not required.</p>

	This was agreed by All members.	
To Approve the Recruitment of a Cleaner ESHR/1920/005	The Committee was informed that the Cleaner has handed in their 30 day notice. Their final day is October the 4 <sup>th</sup> .  The Committee resolved that a Cleaner is no longer required.	The Committee Resolved to not recruit a cleaner.
Approve a Second Caretaker ESHR/1920/006	<p>A. The Job Description was presented by the RFO which the Committee was happy with. There are amendments to the Job Description. Please see appendix 2. Cllr R. Aldridge believed that the Parish Council should provide all equipment to complete the task. The RFO informed that would need to go as a recommendation to the Full Parish. Cllr R. Aldridge proposed the Job Description and the recommendation to Full Parish, seconded by Cllr M. Hamilton. All Agreed.</p> <p>B. The Job Advert for a Caretaker is posted on the notice board with immediate effect. Interviews to take place on the 8<sup>th</sup> of October 2019 at 7:10pm. Proposed by Cllr I. Ahmed, seconded by Cllr M. Hamilton. All Agreed.</p> <p>C. The Interview panel was agreed to be the Chair of the Committee and Cllr R. Aldridge, due to his knowledge of the caretaker role. The RFO will assist with the</p>	<p>The Second Caretakers Job Description was approved with amendments and that a recommendation go to Full Parish that the Parish Council be responsible for providing all equipment for the Caretakers to complete their tasks.</p> <p>A Job Advert to be published outside the Parish Hall immediately by the RFO.</p> <p>Cllrs P. Aldridge and R. Aldridge to interview all applicants on the 8<sup>th</sup> of October 2019 with assistance of the RFO as requested.</p>

	interview process as required by request of the Chair of the committee	
<p>Questions and Correspondence to the Chair of the Committee</p> <p>ESHR/1920/007</p>	<p>The RFO made the committee aware of a NALC initiative that all employees of the Parish Council. This was agreed and would be a recommendation to the Full Parish.</p> <p>Cllr Ahmed made the Council aware of Tina Kellitt, a Former RFO, has made an accusation and is taking the Parish Council to an Employment Tribunal. The Committee resolved to note that the RFO and Cllr I. Ahmed completed the Response Form and to send that Form. Furthermore, that the Parish Council would also defend the case in Employment Tribunal.</p>	<p>Cllr P. Aldridge is to recommend to the Full Parish that All Parish Employees be paid the Living Wage of £10 an hour.</p> <p>Cllr P. Aldridge to ask the Full Parish to note that Tina Kellitt has taken the Parish Council to an Employment Tribunal and the Parish Council is to defend this case.</p>

**The Meeting Closed at 8:33pm.**

**Signed: ..... (Chair of the Employment/Staffing/HR Committee)**

**Date:**

**Signed: ..... (Officer) Date:**