



**Minutes of the Meeting of the Staffing Committee held on 26th March  
2018 at 8pm**

**Present** John Hobson (Chairman), James Bell, Jim Gillett, Amanda Burton, Miranda Parker and Mike Weldon

**Apologies for Absence** – Jackie Jeffery

**40/18** **Open Forum** - There were no residents present

**41/18** **Declarations of Interest** – There were no declarations of interest

**42/18** **Minutes of the Meeting held on 27th November 2017** - The minutes were approved by the committee

**43/18** **Resolution to exclude members of the press and public due to the confidential Nature of the following agenda items** – This resolution was approved

**44/18** **To approve and sign the contract for the Village Warden** – It was resolved to approve this, and it was duly signed by the Village Warden and the Chairman. The Clerk's contract was also signed by the Clerk and the Chairman

**45/18** **To review the effectiveness of the Councillor Training given in January** – it was felt that this had been reasonably effective, but that there needed to be more training sessions, perhaps targeted at specific areas. It was noted that Councillors are still not replying to e-mails when required, so it was suggested staff wrote "read and respond" in the header. The clerk is to try to arrange training for the newer councillors to prepare them for the Annual Meeting of the Council in May, when all the posts are up for election.

**46/18** **To consider whether to pass a recommendation to Council regarding the creation of official Council documents and communications** – It was accepted that various councillors had specific areas of expertise but that while this should be harnessed by the Council, all official documents should be issued by the Officers of the Council, including e-mails. Where a councillor has drafted a policy document, the "ownership" should be handed over to the relevant officer as soon as possible, so that there is a soft master copy within the Council systems, and the final versions don't disappear. It has been noted, that because this has not always happened, some documents have not been completed, or must be completely re-typed, which is not desirable.

**47/18** **To consider training needs** – The new Village Warden has agreed to attend visual check training offered by Play Safety Ltd. The Clerk and Assistant Clerk are due to undertake training on the EDGE finance and Facilities packages.

**48/18** **Open Forum to discuss staffing issues** – The Clerk and Assistant Clerk were both a little concerned with the make-up of committees and would like a more even spread of responsibilities so that there is not such a heavy workload on a few people. It was suggested that when councillors commit to a role, they need to also commit to attending Wokingham Borough meetings that fall under their remit, and to report back properly to Council. There was also a discussion about the workload on the staff and both the clerk and assistant clerk said they do not wish to work more than their allocated hours but end up working quite a bit more than contracted. Neither felt that their time was spent on "nice to haves" and both struggled to complete essential tasks. It is hoped the new

Finance and Facilities systems will reduce the workload. The assistant clerk suggested that there should be someone employed to develop social media and keep the website up to date. It was suggested that maybe a student could be asked to do this as a work experience project. It was agreed that workload would be a standing item on this agenda.

**Date of next meeting** – Monday 26th November 2018

**There being no further business the open meeting closed at 8.55pm**

**Chairman's Signature .....**