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| 11 April 2022 at 18.30  |

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| **Members of the Council present:**J Baker, C Oliver, P Ruffles and J Weaver. The Clerk |

| **ITEM NUMBER** | **ITEM TOPIC** | **DECISION** |
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| **SC01/04/22** | **APOLOGIES FOR ABSENCE** |  |
|  | There were no apologies.  | Noted |
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| **SC02/04/22** | **DECLARATION OF INTEREST** |  |
|  | Councillors did not take part in any discussions involving their declaration of interests below:Cllr C Oliver: Member of Hazlemere Sports Association Cllr J Weaver: Member of Hazlemere Gardening Association, Chiltern Society and Grange Area Trust  | NotedNotedNoted |
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| **SC03/04/22** | **PUBLIC SESSION**  |  |
|  | There was no participation. | Noted |
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| **SC04/04/22** | **EXCLUSION OF THE PRESS AND PUBLIC 18.38** |  |
|  | **It was resolved** **in accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 2160 the press and public be excluded from the meeting during consideration of these items due to the confidential nature of this item.**  | Approved |
|  | **STAFFING MATTERS** |  |
|  | **It was resolved that:**1. **Staff Committee Minutes 24 January 2022**

**the minutes be approved.**1. **Staffing Matters**
* **the Clerk be asked to arrange a training session for the Committee regarding the Buckinghamshire Council Pension Scheme, to include advice on precepting for any deficits;**
* **Committee and Working Party Chairmen are reminded if support is needed from the office staff, then adequate notice needs to be given in order to manage the office workloads;**
* **CCTV at Cedar Barn Complex has been installed, the training, ANPR cameras, signage and a blind spot still needs to be sorted out;**
* **the Clerk, where possible, be asked to work in the office for 2 days a week in line with Government departments;**
* **a new/existing Member of Staff is to be employed to provide a temporary 6 month contract for 5 hours per week at Cedar Barn, providing office support to the Climate Change Working Party;**
* **The Administrative Assistant be authorised to undertake 5 additional hours a week, prior to needing authorisation from the Clerk and Chairman of the Staff Committee; and**
* **The Clerk’s Assistant be authorised to continue to work any additional hours as required, without prior authorisation.**
1. **Job Description for Clerk’s Assistant**

**Councillor P Ruffles be asked to discuss the request for training and further development is with the member of staff as this has been previously requested.**1. **Update on Administrative Assistant’s Training**

**Congratulations to the Administrative Assistant for passing the ILCA exams, the next set of exams will be CiLCA, which will be brought back to the Staff Committee in September 2022 for further ratification, following 4 months of consolidation of knowledge, as previously agreed with the Staff Committee Chairman.**1. **Training Policy**

**this policy be approved.**The meeting finished at 19.30The next Full Council Meeting is on 3 May 2022 at 19.00 | ApprovedApprovedApprovedApprovedApprovedApprovedApprovedApprovedApprovedApprovedApproved |
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