



THE IVERS

PARISH COUNCIL

45B High Street, Iver, Buckinghamshire, SL0 9ND

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**Minutes of the Staffing Committee Meeting
held on Monday 3rd March 2025 at 6:00pm
at 45B High Street**

Members Present:

Cllr K Brown – Chair of Committee
Cllr J Cook
Cllr W Matthews
Cllr P Stanhope

In Attendance:

S Fishenden – Clerk & Responsible Financial Officer

Item 1: Apologies for Absence: To receive and accept apologies

418/24 Apologies were received and accepted from Cllr Beary (holiday)

Item 2: Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting. To also consider any dispensations requested.

419/24 There were no declarations of interest.

Item 3: Minutes of Previous Meeting: To approve the minutes of the meeting held on 9th September 2024 as an accurate record

420/24 The minutes of the meeting held on 9th September 2024 were approved as an accurate record.

Item 4: Performance Development Review

4.1 Performance Development Process: To review the process for the Clerk & RFO

421/24 It was agreed the Clerk & RFO would obtain performance management template packs from the Council's HR advisers and NALC. This would then be reported back to the next committee meeting for consideration.

It was noted that standard practice was for two councillors to meet with the Clerk & RFO to have regular reviews, based upon agreed points from the Committee. The two councillors would be determined on an annual basis.

4.2 KPI's for Clerk & RFO: To agree key performance indicators for the Clerk & Responsible Financial Officer

422/24

It was agreed to set the following key performance indicators for the Clerk & RFO:

1. To ensure a suitable performance management/appraisal system is in place for all staff
2. To ensure the correctness and appropriateness of the Employee Handbook is reviewed
3. To work on a Community Engagement/Communications strategy
4. To identify the status of outstanding projects and progress high priority projects, and report to Full Council in May the status of any of those which continue to be outstanding
5. To conduct team development

CLOSED SESSION

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press were asked to leave the meeting

Item 5: Occupational Health Report: To note the report received for an employee and consider its recommendations

423/24

It was agreed that the Clerk & RFO would arrange for the necessary risk assessments to be completed for the next committee meeting.

It was also agreed the Clerk & RFO would consult with the Council's HR Adviser on matters including compressed hours and probationary period.

The meeting closed at 6:53pm