



# Stanway

## Parish Council

Parish Clerk: Donna Tristram

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22/05

### Minutes of the Staffing Committee held on Monday, 28<sup>th</sup> November at 10.30am in the Committee Room, Victory Hall

**Present:** Cllrs: Bloomfield, Chambers, Cotter, Norton & Spademan, and the Clerk

**1. Election of Chair and Deputy Chair for the remaining of the Municipal Year 2022/23**

The Clerk opened the meeting & Cllr Spademan was voted in as Committee Chair and Cllr Bloomfield voted in as Deputy Chair. Cllr Spademan took over the meeting and welcomed all those present

**2. Apologies for absence – AGREED** to accept apologies for Cllr Jordan

**3. Declaration of Interests – None were declared.**

**4. APPROVED** the Minutes of the previous Staffing Committee Meeting **6<sup>th</sup> September 2022**

**5. Exclusion of Public & Press -**

**RESOLVED** in accordance with with The Public Bodies (Admissions to Meetings) Act 1960 to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information in the remainder of this agenda can be discussed and decided

**6. RECEIVED** a review of the current staffing situation from the Clerk's Report and dealt with any matters arising from it, including:

**a) REVIEWED** the current staff structure & employee duties.

No personnel matters were reported by the Clerk.

The Clerk will organise appraisals, as relevant in Jan 2023

**AGREED** to reduce the Clerk's hours from April 2023, on the proviso that, this would be reviewed at subsequent staffing committee meetings to ensure sufficient hours are evidenced in completion of workload.

**AGREED** to pay the SLCC fee for extending the Clerk's CiLCA qualification deadline (Cost Code 13).

**b) NOTED** amendments to the Staffing Budget for 2023/4 based on contractual and inflationary uplifts in Payscale (Cost Codes 8 & 11)

**NOTED** current expenditure for 2022/3, which forecasts a current underspend as extra staff expenditure was included for the taking on of Stanway Lakelands Centre. (Cost Codes 8 & 11)

**c) DECIDED** upon changes to individual employee pay scales based on review of responsibilities and duties (Cost Codes 8 & 11)

**d) CONSIDERD** additional staffing requirements – No changes necessary

**e) APPROVED** proposed Staff Handbook, including any personnel policies for **ADOPTION** at Full Council

22/06

f) **APPROVED** proposed Health and Safety Policy for **ADOPTION** at Full Council

g) **REVIEWED** Health and Safety Risk Assessments for:-

- Hedge Cutting
- Outdoor Working
- Painting and Decorating
- Working with Volunteers
- Litter Picking
- Manual Handling
- Public Space and Playgrounds
- Working at Height
- Working Machinery and Hand Tools
- Diesel Handling and Storage (COSHH Risk Assessment)
- Petrol Handling and Storage (COSHH Risk Assessment)

**These risks are included in a Risk Assessment Register. The assessments will be completed with the Maintenance Operative and reviewed yearly**

h) **DECIDED** upon recommendations from the Internal Auditor's report:-

(a) To consider the need and implications for the Council's offices to be attended at fixed times – **AGREED** that the Clerk and Deputy Clerk would man the current office for a minimum period each, once a week.

(b) Review the health and safety risk assessments and 'personnel policies'; determine what updates are necessary (if any); and decide the format in which records will be retained – **Refer 6e), 6f) and 6g).**

**A Training Passport record will be maintained for each employee**

7. **RECEIVED** an update on the national pay award negotiations, which have been finalised for 2022/23 and will be adjusted in employees' salaries in December 2022.
8. **Agenda Items for Committees / next Council Meeting** – Full Council to Adopt Staff Handbook and Health and Safety Policy.
9. **AGREED** the date of the next meeting as Tuesday, 7<sup>th</sup> March at 7.30pm in the Victory Hall Committee Room, with this Committee meeting every 4 months.

**The Chair thanked all for attending and closed the meeting at 11.50am**