



# Stanway

## Parish Council

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23/03

### Minutes of the Staffing Committee held on Tuesday 3<sup>rd</sup> October at 6pm in the Committee Room, Victory Hall

**Present:** Cllrs: Spademan (voted in as Chair), Baines, A Lingham-Baker, J Norton (arriving at 6.40pm) & the Clerk

1. **APPOINTED** Cllr Spademan and Chair and Cllr Baines as Deputy Chair of this committee
2. **Chairs welcomed** those present and confirmed no apologies were received????
3. **Declaration of Interests – NONE declared**
4. **APPROVED &** signed the Minutes of the Staffing Committee Meeting **22<sup>nd</sup> June 2023**
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 this meeting due to the confidential nature of the business to be transacted
6. **RECEIVED** a review of the current staffing situation from the Clerk’s Report to deal with any matters arising from it, including:
  - a. **REVIEWED** the current staff structure and employee duties and **AGREED** no changes were necessary
  - b. **DECIDED** no changes to individual employee pay scales were required. **AGREED** the draft amended job descriptions for the Deputy Clerk and Responsible Finance Officer, reflecting recent changes to job titles, would be proposed to employees
  - c. **CONSIDERED** human resources package options provided via EALC/professional fee provision and **AGREED** to request a virement (if needed) from 2023/4 earmarked staffing reserve of £1000 to Subscriptions or Professional Fees cost code to commence an employment policy review and also cover an allowance for employment disputes/issues with Worknest, who are an EALC approved provider for local councils. **AGREED** to request an inclusion of £ 1500 to continue with this review and fee provision during 2024/5. **DECIDED** to compare alternative providers for the Health and Safety support element and refer back to either Full Council or next Staffing Committee meeting in time for 2024/5 budget.
  - d. **REVIEWED** relevant personnel matters - No further action.
  - e. **RECEIVED** updated training records for employees. Appraisals will be carried out in January 2024 by the Clerk
7. **NOTED** the financial report of expenditure to date and agreed expenditure is on track in accordance with budget set for 2023/4
8. **CONSIDERED** and **AGREED** the following staffing budget request for 2024/25:-

|                             |   |  |
|-----------------------------|---|--|
| B1 Staffing Cost Centre     | £ | 190,000  |
| CC10 Home Working Allowance | £ | 1,000  |
| CC13 Training               | £ | 4,000  |
| CC14 Travel                 | £ | 600  |
| CC37 Subscriptions          | £ | 1,500 (may be increased Jan 2024 by + £ 1800 approx) |

23/04

Staffing – Earmarked Reserves £ 40,000  
 Projection for 4+ years thereafter to be considered at next meeting

9. **RECEIVED** a verbal update from Cllr A LInghorn-Baker’s regarding the performance review of the Staffing Committee’s process involved in the May 2023 personnel issue and **AGREED** no further action was necessary, bar updating the grievance policy to provide comprehensive reporting lines and to also provide joining information for staff and members detailing lines of reporting and communication.
10. **RECEIVED** an update from the Staffing Working Party regarding current Staffing Policy Review and **AGREED** to commence the Worknest review with the Grievance Policy to ensure it confirms who to report to in the event of the grievance being against the employee’s line manager. **AGREED** as per Agenda Item No. 6c) to report back to either Full Council or the next Staffing Committee regarding the proposal for a health and safety support package, which will include risk assessments and other associated policies and processes.
11. **RECEIVED** an update that the national pay award negotiations were still ongoing with no further update from February 2023. **DEFERRED REVIEW** and any **DECISION** regarding the delay being taken by external stakeholders to conclude the negotiations
12. **Agenda Items for Committees / next Council Meeting:-**
  - i) Projection for 4+ years thereafter to be considered at next meeting
  - ii) Review and decide on Human Resources Package
13. **AGREED** the date of the next meeting as 6pm 16<sup>th</sup> January 2024, the Committee Room, Victory Hall, Stanway Community Centre.

**The Chair thanked all for attending and closed the meeting at 7.02pm**

## Agenda Item 7

| Code Title                          | Receipts |        |          | Payments          |                  |                  | Net Position           |
|-------------------------------------|----------|--------|----------|-------------------|------------------|------------------|------------------------|
|                                     | Budgeted | Actual | Variance | Budgeted          | Actual           | Variance         | +/- Under/over spend   |
| 8 Salaries (inc. employee’s tax, NI |          |        |          | 140,000.00        | 60,988.19        | 79,011.81        | 79,011.81 (56%)        |
| 9 Employers’ NI Contribution        |          |        |          |                   | 5,641.68         | -5,641.68        | -5,641.68 (N/A)        |
| 11 Employers’ Pension Contribution  |          |        |          | 37,937.00         | 13,030.47        | 24,906.53        | 24,906.53 (65%)        |
| <b>SUB TOTAL</b>                    |          |        |          | <b>177,937.00</b> | <b>79,660.34</b> | <b>98,276.66</b> | <b>98,276.66 (55%)</b> |

| Code Title                    | Receipts |              |              | Payments         |                  |                 | Net Position          |
|-------------------------------|----------|--------------|--------------|------------------|------------------|-----------------|-----------------------|
|                               | Budgeted | Actual       | Variance     | Budgeted         | Actual           | Variance        | +/- Under/over spend  |
| 10 Home Working Allowance     |          |              |              | 936.00           | 546.00           | 390.00          | 390.00 (41%)          |
| 13 Training                   |          | 90.00        | 90.00        | 3,850.00         | 1,301.10         | 2,548.90        | 2,638.90 (68%)        |
| 14 Travel                     |          |              |              | 596.00           | 234.56           | 361.44          | 361.44 (60%)          |
| 36 Insurance                  |          |              |              | 6,100.00         | 6,321.04         | -221.04         | -221.04 (-3%)         |
| 37 Subscriptions              |          |              |              | 2,200.00         | 1,762.99         | 437.01          | 437.01 (19%)          |
| 75 Chairman’s Allowance       |          |              |              | 220.00           |                  | 220.00          | 220.00 (100%)         |
| 78 Room Hire                  |          |              |              | 198.00           |                  | 198.00          | 198.00 (100%)         |
| 998 Uncategorized Expenditure |          |              |              |                  | 564.25           | -564.25         | -564.25 (N/A)         |
| 999 Accounting Adjustment     |          |              |              |                  |                  |                 | (N/A)                 |
| <b>SUB TOTAL</b>              |          | <b>90.00</b> | <b>90.00</b> | <b>14,100.00</b> | <b>10,729.94</b> | <b>3,370.06</b> | <b>3,460.06 (24%)</b> |

### Earmarked Reserve

|          |           |          |           |
|----------|-----------|----------|-----------|
| Staffing | 20,000.00 | 5,000.00 | 25,000.00 |
|----------|-----------|----------|-----------|