



Stanway

Parish Council

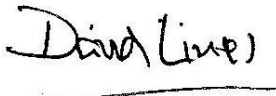
Parish Clerk: David Lines
Victory Hall, Villa Road,
Stanway, Essex CO3 0RH
P: 01206 542221
E: clerk@stanwaypc.org.uk

Dear Councillors,

You are hereby summoned to the forthcoming meeting of the Staffing Committee to be held via the Parish Council's Microsoft Teams application on **TUESDAY 17th November 2020 at 3.00 pm** when the under-mentioned business will be transacted.

This follows the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. Please note that this will not be a public meeting.

Yours faithfully,



Clerk and RFO to the Parish Council

12th November 2020

AGENDA

1. Chairman's welcome

2. Apologies for Absence

3. Declaration of Interests

To allow Councillors to declare either a Disclosable Pecuniary, Other Pecuniary or Registerable Non-Pecuniary interest on any matter covered by this Agenda. Members are reminded that, when considering any item, if it becomes clear they have an interest, they must declare it.

4. Exclusion of Public & Press

In accordance with Section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006 to **RESOLVE** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information (for example, confidential, specialist, financial or legal advice) in the remainder of this agenda can be discussed and decided. Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972.

5. To **APPROVE** the Minutes of the previous Staffing Committee Meeting (unless already signed).

6. To **RECEIVE** a review of the current staffing situation and deal with any matters arising from it, including:

- To consider the optimal staff structure for the Parish Council in light of the imminent retirement of the Parish Clerk – report to follow.
- To agree the broad outline of the advertisement(s) required to fill the post(s) as agreed above, including job description(s) and salary grade(s).
- To appoint an interview panel.
- To delegate to the Chairman the authority to approve the appropriate fees (if required) to advertise the post(s).

7. To **REVIEW** the staffing budget for FY 2021/2022 and the two subsequent years.

8. To **CONSIDER** future training requirements for all members of staff.

9. To **AGREE** the date of the next meeting (suggested as Tuesday, December 15th 2020 – time to be agreed).