



Stanway Parish Council

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22/01

Minutes of the Staffing Committee held on Thursday, 9th June at 8pm in the Conference Room, Victory Hall

Present: Cllrs: Baines (Deputy Chair- Acting Chair), A Norton, J Norton & Spademan, and the Clerk

1. **Chairman’s welcome** – Cllr Baines opened the meeting, apologising for the late start due to the Corporate Governance Meeting, and welcomed everyone present. - Cllr Baines was voted in as Chair for this meeting, with the election of the Chair and Vice Chair for the ensuing municipal year to be take place at the next meeting. It was noted that all those present were in agreement that Cllr Dundas would be supported as Chair with Cllr Baines being supported as Deputy Chair. This resolution will be put on the next meeting’s agenda
2. **Apologies for absence** – **AGREED** to accept apologies for Cllr Bloomfield and Dundas
3. **Declaration of Interests** – **None were declared.**
4. **APPROVED** the Minutes of the previous Staffing Committee Meeting **5th March 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 **REVIEW** of the current staff structure & employee duties, including any relevant personnel matters:-

The Clerk advised she has set up monthly team catch ups with all staff

The Committee stressed their commitment to all staff being aware that they are not on call outside of general office hours (or their pro-rata hours of working as appropriate) and officers working at home are provided flexibility around their own hours of working. To this end, the Clerk will put notices up stating the office is not manned at specific times for the public

The Clerk advised that after consultation, the Maintenance Worker had agreed to the proposed changes to his Contract of Employment, detailed in a letter dated 6th April, which including the revised duties as outlined in the new job description/worksheet (which he will start to complete from June). An elevation in his payscale therefore took effect from April 2022. LANTRA On site training has also been carried out by CRAFT TRAINING in accordance with these new duties on 5th May (ie., health and safety and bespoke operation of SPC’s own pedestrian mower, petrol strimmer, hedge cutter, generator machine and step ladders) and 31st May on the safe use of SPC small chainsaw. After the Chair approved the cancellation of the EALC, Rospa inspection for playgrounds course, at the Maintenance Operators request, the Clerk advised she has organised for the playground installers (Caloo) to provide onsite instructions for visual and operational inspections.

The Clerk will check with ROSPA or equivalent to establish the legal requirements for any inspection training required and report back. The Clerk will also look at GMA training online for discussion with the Maintenance Worker. The Committee agreed with the Clerk that the Maintenance Worker was approaching his work well and the effects could be seen around the parish.

- a) **NOTED** the staffing budget approved for 2022/23 – with supplementary information regarding expected expenditure in line with inflation and payscale contractual increases for employees. The set budget is adequate to cover these uplifts.
 - b) To **DECIDE** upon any changes to individual employee pay scales – **NONE** approved, other than contractual terms of contracts previously agreed in relation to:-
Maintenance Worker re: change of duties
Deputy Clerk and Finance Officer (both on completion of probationary period)
 - c) **CONSIDERED** additional staffing requirements – **AGREED** to review at September meeting in relation to progress on Stanway Lakelands Centre being completed and the Parish Council taking over the maintaining lease as this would necessitate additional staff ie., Assistant Clerk and Caretaker(s).
 - d) **CONSIDERED** future training requirements for all members of staff against the budget – **NOTED (refer 6a)**. The Deputy Clerk completed a H&S course (which will be valid for 3 years) and is carrying on with her ILCA to CILCA qualification. The Clerk has not been able to attend to her CILCA qualification a great deal so will attempt to clear some time for this before the end of 2022.
 - e) To **PROVIDE** an update on personnel policies – The Clerk advised that she would be addressing this during the Summer with the Finance Officer and report back at the next meeting in September 2022
 - f) **DECIDED**, upon any recommendations from the Internal Auditor from his quarterly reports, to request Corporate Governance Committee review the staffing reserves in relation to other budgetary constraints.
 - g) **REVIEWED** and **PROPOSED** the permanent in post position of the Deputy Clerk, following successful completion of her probationary period (due to end July 5th). 1 payscale incremental rise will be applied in accordance with Contract of Employment terms and conditions. The Committee asked the Clerk to write to the Deputy Clerk congratulating her and thanking her for her dedication and hard work.
 - h) **REVIEWED** and **PROPOSED** the permanent in post position of the Finance Officer, following successful completion of his probationary period (due to end July 6th). 1 payscale incremental rise will be applied in accordance with Contract of Employment terms and conditions. The Committee asked the Clerk to write to the Finance Officer congratulating him and thanking him for his dedication and hard work.
7. **REVIEWED** and **PROPOSED** Committee's terms of reference without change to Corporate Governance Committee
 8. To **RECEIVE** an update on the national pay award negotiations – **NO UPDATE** provided as still in negotiation
 9. **AGREED** date of next meeting as 7.30pm on Tues 6th September

The Chairman closed the meeting at 9.37pm