



Stanway

Parish Council

Parish Clerk: Donna Tristram

Victory Hall, Villa Road,
Stanway, Essex CO3 0RH

P: 01206 542221/07759 837111

E: clerk@stanwaypc.org.uk

22/03

Minutes of the Staffing Committee held on Thursday, 6th September at 7.30pm in the Committee Room, Victory Hall

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

1. **Election of Chair and Deputy Chair for the following Municipal Year 2022/23** – The Clerk opened the meeting & Cllr Dundas was voted in as Committee Chair in his absence & Cllr Baines was voted in as Deputy Chair for the ensuing municipal year. Cllr Baines took over the meeting and welcomed all those present
2. **Apologies for absence** – **AGREED** to accept apologies for Cllr Bloomfield, Dundas and J Norton
3. **Declaration of Interests** – **None were declared.**
4. **APPROVED** the Minutes of the previous Staffing Committee Meeting **9th June 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 Maintenance Operatives is completing the Monthly Worksheet, which the Clerk will continue to review to ensure there is adequate time for the change to the agreed job specification.
 - b) **NOTED** the Staffing Budget for 2022/23, which indicates a current underspend as extra staff to run the Stanway Lakelands Centre have not been employed.
 - c) **CONSIDERED & DECIDED** to request the following budgets for 2023/24:-
Staffing budget (including PAYE & NI) @ £ 167,137, Pensions @ £34,139 & Training @ £ 5,000
 - d) **DECIDED** no changes to pay scales other than those already within individual contracts were required
 - e) **CONSIDERED** current staffing requirements are sufficient for the Council's current operations and all staff are working well independently and as part of a team. A locum maintenance worker has successfully been providing holiday cover as required. **DECIDED** to discuss further in Dec 2022 regarding the taking on of Stanway Lakeland Centre's. The option of outsourcing the bookings/invoicing clerk was considered to save on expenditure & taking on 2 part time caretakers to provide cross over cover. Once open, the centre would be run under Community Assets. A receptionist apprenticeship could also be considered for 2024/5

22/04

f) **CONSIDERED** Training Requirements.

STAFF - The Clerk will look into COSHH & manual handling courses as necessary. The maintenance worker has had onsite training with Caloo regarding play equipment inspections. ROPSA state someone checking play equipment can be deemed “competent” via experience and knowledge, but it was agreed a ROSPA approved training/qualifications would be desirable & organised in 2023. The Clerk & Deputy Clerk will have in house training with the Finance Officer for Scribe & Online Banking (Autumn 2022). The Clerk advised she may have to defer her CiLCA qualification due to workload commitments & personal issues and will update further at the next meeting. The Deputy Clerk has started her induction for CiLCA (intake Spring 2023). The Clerk and Deputy Clerk will be attending EALC Financial Regulations and Budget training in late Sept 2022. The Deputy Clerk is attending a SLCC webinar regarding civility at work & any future training for the Finance Officer will be discussed at yearly review.

COUNCILLORS - Cllr A Norton attended EALC training for new councillors and is due to attend planning training in October 2022. The idea of a Councillor Training Matrix will also be considered in future

g) **PERSONNEL POLICIES** – The Clerk has reviewed and proposes SLCC employment policies for adoption at the next Staffing Committee Meeting or Corporate Governance Meetings in the meantime.

h) **INTERNAL AUDIT REVIEW RECOMMENDATIONS – DECIDED** to request the Earmarked Staffing Reserves be increased from £ 20,000 to £ 25,000. Refer (g) also, as the Internal Auditor has been proposing adequate provision of personnel policies, including payment/time in lieu for extra hours worked

7. **NATIONAL PAY AWARD NEGOTIATIONS FOR 2022/23** – Nothing to report as yet

8. **AGENDA ITEMS FOR COMMITTEES/NEXT COUNCIL MEETING –**

- i) Corporate Governance Committee – confirm Staffing, Pensions and Training Budget for 2023/4 and Staffing Earmarked reserves requests
- ii) Staffing Committee – Yearly appraisals process to be discussed

9. **AGREED** date of next Staffing Committee meeting as Tuesday, 6th December at 7.30pm in the Victory Hall Committee Room.

The Chairman closed the meeting at 9.32pm