



Stanway

Parish Council

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Dear Councillors,

You are hereby summoned to the forthcoming meeting of the Staffing Committee to be held in Victory Hall on **Tuesday 28th November at 10.30am** when the under-mentioned business will be transacted.

NB: The Public and Press will be excluded from item 5 onwards in accordance with The Public Bodies (Admissions to Meetings) Act 1960

Yours faithfully,

Clerk to the Parish Council

Date: **21st November 2022**

AGENDA

1. To Elect a Chair and Deputy Chair for the remaining Municipal Year 2022/23

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. To APPROVE the Minutes of the previous Staffing Committee Meeting 6th September 2022 (unless already signed)

5. Exclusion of Public & Press

In accordance with with The Public Bodies (Admissions to Meetings) Act 1960 **RESOLVE** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information (for example, whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceeding such as confidential, specialist, financial or legal advice) in the remainder of this agenda can be discussed and decided

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

- a) To **REVIEW** the current staff structure and employee duties, including any relevant personnel matters
- b) To **NOTE** amendments to the staffing budget suggested by CGC for 2023/24 and **NOTE** the financial report of expenditure to date
- c) To **DECIDE** upon any changes to individual employee pay scales
- d) To **CONSIDER** additional staffing requirements (including apprenticeships) in line with the Council's Budget plans, in anticipation of potential increased responsibilities & holiday/sickness cover
- e) To **APPROVE** proposed Staff Handbook, including any personnel policies for ADOPTION at Full Council
- f) To **APPROVE** proposed Health and Safety Policy for ADOPTION at Full Council
- g) To **REVIEW** Health and Safety Risk Assessments
- h) To **DECIDE** 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.
 - (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.

7. To RECEIVE an update on the national pay award negotiations.

8. Agenda Items for Committees / next Council Meeting - To receive and consider requests for items to be included on agendas for future CGC meetings, other committees, or Full Council.

9. To AGREE the date of the next meeting