



# 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

22/07

### Minutes of the Staffing Committee held on 8<sup>th</sup> March 2023 at 8pm in the Committee Room, Victory Hall

**Present:** Cllrs: Spademan (Chair), Bloomfield, Cotter, Jordon & Norton and the Clerk

1. **Chairs welcome and it was resolved to accept Cllr Chambers apologies for absence**
2. **Declaration of Interests – None were declared.**
3. **APPROVED** the Minutes of the previous Staffing Committee Meeting **28<sup>th</sup> November 2022 (and resolved to sign at a later date)**
4. **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
5. **RECEIVED** a review of the current staffing situation from the Clerk's Report, including:  
**REVIEWED** the current staff structure and employee duties, including any relevant personnel matters, appraisals and training requirements.  
**AGREED** that the Deputy Clerk would revert to being Line Manager for the maintenance worker on a 6 month trial basis, reporting back to the Clerk.  
The Clerk updated on the recent, yearly appraisals and it was agreed she would still carry out all yearly staff appraisals.  
At the request of the Deputy Clerk, a revised job description was reviewed and changes will be proposed for acceptance  
.At the request of the Committee, the Clerk will remind staff of the correct procedure for raising employment issues in view of a recent email sent directly to the committee
  - **NOTED** the reduction in staffing budget for 2023/24 by £ 10,000 and **NOTED** the financial report of expenditure to date
  - To **DECIDE** upon any changes to individual employee pay scales and job descriptions – **NONE** proposed
  - **CONSIDERED** and agreed current terms of reference for proposal to Full Council
  - **APPROVED** proposed Training and Development Policy for **ADOPTION at Full Council**
6. To **RECEIVE** an update on the national pay award negotiations – **NO UPDATE**
7. **Agenda Items for Committees / next Council Meeting – NONE PROPOSED**
8. **AGREED** the date of the next meeting would be early/mid July, to maintain three meetings a year

**The Chair thanked all for attending and closed the meeting at 8.53pm**

Draft until signed.....Chair Date...../...../20..... This page..... of.....