



Stanway

Parish Council

Parish Clerk: Donna Tristram
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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 3rd October at 6pm** 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: **28th September 2023**

AGENDA

1. To **APPOINT** a Staffing Committee Chair and Deputy Chair
2. **Chairs welcome** and **RESOLUTION** to accept any apologies for absence
3. **Declaration of Interests**
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 **22nd June 2023** (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 and **AGREE** on any changes
 - b) To **DECIDE** upon any changes to individual employee pay scales and job descriptions
 - c) To **CONSIDER** human resources package options provided via EALC/professional fee provision and **AGREE** to necessary virement for 2023/4 or to budget accordingly for 2024/5 budget
 - d) To **REVIEW** any relevant personnel matters
 - e) To **RECEIVE** an update on any appraisals, continued professional development (CPD) and future training requirements
7. To **NOTE** the financial report of expenditure to date
8. To **CONSIDER** and **AGREE** the staffing budget for 2024/25 (and projection for 4+ years thereafter)
9. To **RECEIVE** an update from Cllr A Llnghorn-Baker's performance review of the Staffing Committee's process involved in the May 2023 personnel issue and **AGREE** on any further action

10. To **RECEIVE** an update from the Staffing Working Party regarding current Staffing Policy Review and suggestion for new policies, including a Grievance Policy which will confirm who to report to in the event of the grievance being against the employee's line manager. To also report back on employment health and safety matters, including current risk assessments and other associated policies and processes and **AGREE** on any further action.
11. To **RECEIVE** an update on the national pay award negotiations and **REVIEW** and make any **DECISION** regarding the delay being taken by external stakeholders to conclude the negotiations
12. **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
13. To **AGREE** the date of the next meeting