



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 5th November 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: **31st October 2024**

AGENDA

1. **Chair's welcome**
2. **To record and approve apologies for absence**
3. **Declarations of Interest**
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** and sign the Minutes of the previous Staffing Committee Meeting dated 18th June 2024
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** an update 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 **CONSIDER** and **AGREE** any additional staff requirements for 2025/26 onwards
 - c) To **RECEIVE** an update and **DECIDE** on staff training (CPD)
 - d) To **DECIDE** upon any changes to individual employee pay scales
 - e) To **REVIEW** any relevant personnel matters and **DECIDE** on any further action
7. To **NOTE** the financial report of expenditure to date and **CONSIDER** and **PROPOSE** budget expenditure for 2025/26 and beyond to Corporate Governance Committee for review and resolution by Full Council
8. To **DECIDE** whether to allocate a further £ 500 on account for Human Resources advice from WorkNest Services
9. To **RECEIVE** an update regarding the agreement reached by the National Joint Council for Local Government Services (NJC) on rates of pay applicable from 01.04.24 – 31.03.2025 and **CONSIDER** and **AGREE** any actions.
10. **Agenda Items for Committees / next Council Meeting** - To receive and consider requests for items to be included on future agendas
11. To **AGREE** the date of the next meeting