



Stanway

Parish Council

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Dear Councillors,

You are hereby summoned to the forthcoming meeting of the Staffing Committee to be held via MS Teams on **Thursday 22nd April at 7.00 pm** when the under-mentioned business will be transacted. This follows the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

Please note that this will not be a public meeting.

Yours faithfully,

Clerk to the Parish Council

Date: ????

AGENDA

1. Chairman's welcome

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. Exclusion of Public & Press

In accordance with Section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006 to **RESOLVE** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information (for example, confidential, specialist, financial or legal advice) in the remainder of this agenda can be discussed and decided. Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972.

5. To **APPROVE** the Minutes of the previous Staffing Committee Meeting (unless already signed).

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

- To **CONSIDER** a proposition to elevate the Parish Council to the LC3 Pay Scale Range in light of its increasing and more complex responsibilities.
- To **REVIEW** the current staff structure and job descriptions for all staff.
- To **CONSIDER** additional staffing requirements (including apprenticeships) in line with the Council's three-year Budget plan (2021-2024), in anticipation of potential increased responsibilities and holiday/sickness cover and to underpin a robust **Business Continuity Plan**.
- To **AGREE** the timetable for the annual staff reviews, to be completed prior to the next meeting.
- To **REVIEW and APPROVE** the renewal terms of the Payroll Contract with the Richard Edwards Group.
- To **DECIDE** upon any recommendations from the Internal Auditor in his annual report.

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

8. To **CONSIDER** future training requirements for all members of staff.

9. To **AGREE** the date of the next meeting – suggested as **Thursday July 22nd, 2021**.