

STANWAY PARISH COUNCIL

Clerk and Financial Report – Supporting Documents

STAFFING COMMITTEE FINANCIAL REPORT – February 2024

Agenda Item 8

- (a) No changes proposed to staff structure
- (b) No changes proposed to individual employee pay scales
- (c) During his recent appraisal, the Maintenance Worker has requested a change in title be considered to Maintenance Manager.
- (d) To **AGREE** Health and Safety resources package for 2024/5 budget

Vital Work Place Training, a local firm, who carried out recent H&S Training for SPC staff, have visited and provided a quotation as follows:-

8 (eight) hours of work @ £ 500 to include:

- Assessing the existing Risk Assessments and Policies sent over
- Conduct a walkaround with the High Risk Job Role (what Barry does) to observe actions taken
- Writing up (in a clearer format) the Risk Assessments into a working document
- Creating a list of Policies required to make the Risk Assessments make sense
- Introduce the Risk Assessment Method Statements (RAMS) framework to maintain the H&S duties
- Produce an executive summary to explain everything

SPC will then be able to decide if they wish to contract Vital Work Place Training on an ongoing consultancy basis

- (e) No additional personnel matters to discuss, other than those on the agenda
- (f) Appraisals were carried out 2nd February 2024. Objectives for the RFO, Deputy Clerk and Maintenance Worker have been agreed for 2024. No issues need to be brought to the Committee's attention other than those on the agenda.

Agenda Item 7 – Current Financial Report (as at 14.02.24)

B1 Staff

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Salaries (inc. employee's tax, NI				140,000.00	115,044.07	24,955.93	24,955.93 (17%)
9	Employers' NI Contribution					11,293.20	-11,293.20	-11,293.20 (N/A)
10	Home Working Allowance				936.00	858.00	78.00	78.00 (8%)
11	Employers' Pension Contribution				37,937.00	29,287.37	8,649.63	8,649.63 (22%)
13	Training, Membership Fees & Su		770.00	770.00	4,350.00	4,947.50	-597.50	172.50 (3%)
14	Travel & Subsistence				596.00	278.56	317.44	317.44 (53%)
SUB TOTAL			770.00	770.00	183,819.00	161,708.70	22,110.30	22,880.30 (12%)

STAFFING RESERVE

Staffing	20,000.00	5,000.00	25,000.00
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