



# Stanway

## Parish Council

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### Minutes of the Staffing Committee held on Thursday, 10<sup>th</sup> March at 5pm in the Conference Room, Victory Hall

**Present:** Cllrs: Dundas (Chairman), Baines (Deputy Chair), Bloomfield and J Norton, and the Clerk

1. **Chairman's welcome** – Cllr Dundas opened the meeting, and welcomed everyone present.
2. **Apologies for absence** – **AGREED** to accept apologies for Cllr A Norton & Cllr Spademan
3. **Declaration of Interests** – **None were declared.**
4. **APPROVED** the Minutes of the previous Staffing Committee Meeting **20<sup>th</sup> December 2021**
5. **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 (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:
  - To **REVIEW** the current staff structure and employee duties, including any relevant personnel matters – The Deputy Chair of the Staffing Committee provided an update from a personnel meeting carried with the maintenance operative and Council Chair where line manager reporting was clarified and the management of communications was also discussed. As a result of this meeting and the commencement of the lease of a tractor plus a further meeting with the Clerk, it was **APPROVED** that a new and more defined job description will be created in the form of a table. A consultation with the maintenance worker will then follow to move forward and also take into account the changes currently being proposed by the maintenance operative with regards groundskeeping duties in line with the addition of the tractor. The Clerk will confirm this in writing to the maintenance operative.
  - The Clerk reported how well both the new Deputy Clerk/Deputy RFO and Finance Officer were doing and that they had satisfied their probationary training criteria already. A further progress report will be provided at the next meeting
  - **AGREED** the budget is available, and after the clerk temporarily leaving the meeting, the committee **AGREED** to award the Clerk a one off bonus to cover the additional work and hours undertaken throughout her employment , in particular covering other committees and organising the new employee recruitment process. (Cost Code 82)
  - **AGREED** to **NOTE** and provide **CONSENT** to the Finance Officer's separate employment. The Clerk will confirm this in writing.

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- To **NOTE** the staffing budget approved for 2022/23 – **NOTED**, with particular reference to new employees not being required in April 2022 for the new centre (Stanway Lakelands Centre), but may well be taken on before the opening to organise matters in house
- To **DECIDE** upon any changes to individual employee pay scales – Agreed to consult with the maintenance operative concerning an elevation based on additional duties, which will be subject to necessary agreed training to support these new tasks and enhance current skills (continued professional development (CPD))
- To **CONSIDER** additional staffing requirements (including apprenticeships) in line with the Council’s five-year Budget plan (2022-2027), in anticipation of potential increased responsibilities and holiday/sickness cover and changes/additions to Council services, in order to underpin a robust **Business Continuity Plan** –  
The current employment structure is working with suitable, skilled ad-hoc cover for the maintenance operative’s annual leave. The Clerk will also be organising more in house training, so officers are more equipped to provide holiday/sickness cover for committee meetings and duties. The Clerk will be looking into staffing requirements and options in relation to Stanway Lakelands Centre shortly and will report back at the next meeting
- To **CONSIDER** future training requirements for all members of staff against the budget –  
The Clerk will prioritise training and certification for manual work.  
The Deputy Clerk has completed her ILCA training and has enrolled on a further course, ILCA to CILCA which will help bridge any gaps between both qualifications.  
The Finance Officer has completed the FILCA training.  
Deputy Clerk/Deputy RFO and Finance Office have both have completed various EALC courses and Scribe training and will continue to attend further training courses as appropriate during 2022/23.  
The Clerk has commenced her CILCA training and will be prioritising this as her CPD. A further report will be provided at the next meeting.
- To **PROVIDE** an update on personnel policies. **NOTED (refer No. 8)**
- To **DECIDE** upon any recommendations from the Internal Auditor from his quarterly reports – **NOTHING TO REPORT**

7. To **DECIDE** upon a fixed pay date proposal – **AGREED** to a fixed payment date of 23<sup>rd</sup> of each month. The Clerk will advise employees.

8. To **REPORT** back on outsourcing human resources and relevant health and safety matters to Employer Service companies as proposed in October 2021 Staffing Committee Meeting – **NOTED** - The Clerk and Finance Officer will look at updating these policies, as proposed at March Corporate Governance meeting, before considering whether to subcontract an external HR company. The Clerk will provide a progress report at the next meeting.

9. To **RECEIVE** an update on the national pay award negotiations.  
A 1.75% increase for 2021/2022 has finally be agreed. **AGREED** that back pay relating to this increase will be calculated within the current financial year 2021/2023 (ending 5<sup>th</sup> April) and paid as an additional payment to relevant employees.

10. **AGREED** the date of the next meeting as Thursday 9<sup>th</sup> June at 7pm.

**The Chairman closed the meeting at 18.39pm**