



# Stanway

## Parish Council

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20/4

### Minutes of the Staffing Committee held on Tuesday, November 17<sup>th</sup> 2020 at 3.00 pm.

**Present:** Cllrs: Dundas (Chairman), Baines, Bloomfield (left after Item 5), Norton and Spademan, and the Clerk.

*This followed the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.*

1. **Chairman’s welcome** – Cllr Dundas welcomed all to the meeting

2. **Apologies for absence** – NONE

3. **Declaration of Interests** - NONE

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**

**RESOLVED** - In accordance with Section 100A (4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006, to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information (for example, confidential, personal, 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).

**RESOLVED** - to approve the Minutes (previously circulated) of **August 11<sup>th</sup> 2020** (subject to including Cllr Norton in the attendance list) as a true and accurate record. The minutes will be signed when safe to do so.

6. **RESOLVED** – having conducted a review of the current staffing situation and dealt with any matters arising from it, the following was agreed:

- that Option E (as described in the confidential report) will form the model for the Council’s optimal staffing structure following the retirement of the Parish Clerk from that post.
- that an advertisement to fill the post of Parish Clerk only, including working hours, job description and salary grade range, will be circulated to all members for review and agreement prior to the formal approval process which is delegated to the Committee Chairman.
- To appoint an interview panel of Cllr Dundas, Cllr Spademan (ex officio) and Cllr Baines. The Clerk will be a non-voting member of the Panel, in an advisory capacity.
- To delegate to the Chairman the authority to approve the appropriate fees (if required) to advertise the post(s).

7. To **REVIEW** the staffing budget for FY 2021/2022 and the two subsequent years.

It was **RESOLVED** that (as a corollary of Item 6) the Staffing Budget proposal will include an additional 12 hours a week for the stand-alone role of Responsible Financial Officer (at the current grade level) and an annual provision of £9,800 to create a reserve for any additional staffing requirements in the coming years.

8. To **CONSIDER** future training requirements for all members of staff – in abeyance due to the pandemic.

9. To **AGREE** the date of the next meeting (suggested as Tuesday, December 15<sup>th</sup> 2020 – time to be agreed).

**The Chairman closed the meeting at 4.25 pm**