



Stanway

Parish Council

Parish Clerk: Donna Tristram

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Minutes of the Staffing Committee held on Thursday, 22nd April at 7pm

Present: Cllrs: Dundas (Chairman), Baines, 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** – Apologies were received from Cllr. Bloomfield

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 5th January 2021 as a true and accurate record. The minutes will be signed when safe to do so.

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

- **RESOLVED** to approve a proposition to elevate the Council to LC3 Substantive Pay Scale Range by 04.2022
- After **DISCUSSIONS**, the Clerk was asked to organise an Internal Audit to **REVIEW** current staff structure and job descriptions, including the use of machinery and requisite training. The Clerk will also review policies for lone workers (including volunteers)
- **APPROVED** to organise cover for the Maintenance Operative's June holiday with a self employed contractor for who currently works for a neighbouring parish council. The cover will be 10-12 hours.
- **AGREED** to **DEFER** discussions concerning additional staffing requirements (including apprenticeships) until the Clerk has a fuller understanding of the Council's activities in conjunction with staffing requirements.
- The Clerk **ADVISED** that annual staff reviews would be completed in July/August, with relevant back pay, if applicable, being applied

- **APPROVED** the renewal terms of the Payroll Contract with the Richard Edwards Group.
- The Clerk asked to **DEFER** the discussion concerning any recommendations from the Internal Auditor in his annual report to the next Staffing Committee Meeting.

7. The Clerk **ADVISED** that the national pay award negotiations were currently ongoing.

8. The Clerk **ADVISED** that she would be discussing future training requirements with all staff and that she had completed her ILCA qualification ahead of her 6 month probationary period in July 2021. The Deputy Clerk will be carrying out FILCA training with SLCC to further develop her RFO position once this remote learning course is released.

9. To **AGREE** the date of the next meeting – agreed as **Thursday 17th June, 2021**.

The Chairman closed the meeting at 8.49 pm