



Stanway Parish Council

Parish Clerk: Donna Tristram
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23/01

Minutes of the Staffing Committee held on Monday, 22nd June at 6pm in the Committee Room, Victory Hall

Present: Cllrs: Spademan (voted in as Chair), Baines, A Lingham-Baker, J Norton and the Clerk

1. **Cllr Spademan was voted in as Chair for this meeting.** A Chair for the municipal year will be agreed at the next meeting. **Apologies were received for Cllr D Bloomfield**
2. **Declaration of Interests – NONE DECLARED**
3. **APPROVED** & chair signed the Minutes of the previous Staffing Committee Meeting **8th March 2023**
4. **Exclusion of Public & Press**
In accordance with with The Public Bodies (Admissions to Meetings) Act 1960 **RESOLVED** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information in the remainder of this agenda can be discussed and decided
5. To **RECEIVE** a review of the current staffing situation from the Clerk’s Report and deal with any matters arising from it, including:
 - a) **REVIEWED** the current staff structure and employee duties and **AGREED** no changes were necessary
 - b) **REVIEWED** report and **DECIDED** to transfer the Responsible Financial Officer (RFO) role and proposed payscale to Lee Needham (current Finance Officer) with effect from 1st July. Full Council will be asked to ratify this transfer of title and responsibility from Donna Tristram at 29th June meeting. Staff Committee proposed appointment of Clerk as Deputy RFO, which will be discussed with current Deputy RFO and if acceptable, will also take effect from 1st July also
To consider continuation of Maintenance Worker being line managed by Deputy Clerk to be reviewed at next meeting as previously proposed (ie., after 6 months)
 - c) **REVIEWED** report & **DECIDED** to increase home working allowance to cover the increase in the cost of living to the tax free allowance of £ 26 per month for relevant staff, with effect from April 2023
 - d) **CONSIDERED** and **APPROVED** wellbeing package provided via EALC for staff and councillors
 - e) **CONSIDERD & AGREED** the following amendments to the staffing budget approved by Full Council for 2023/24, which will be **PROPOSED** to June Full Council for approval and **NOTED** the financial report of expenditure to date

Cost Code	Description	Amount	Source
i) 8 & 11	Salaries/Pensions	£ 5000	Staffing Reserve
ii) 13	Training	£ 2000	General Reserves
iii) 37/10	Subscriptions/Home working Allowance	£ 1000	General Reserves
 - f) **REVIEWED** relevant personnel matters –
NOTED that an employee who raised concerns over their manager has withdrawn their letter and does not want the matter taken any further
AGREED that Cllr A Lingham-Baker will carry out a performance review of the Staffing Committee’s process involved in this recent personnel issue and report back at the next Staffing Committee Meeting.

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NOTED an employee signed off work, in part, due to work related stress has now returned to work after completing a return to work questionnaire and interview with their line manager. No adjustments were requested or needed. Therefore, the employee's performance will be reviewed at the next Staffing Committee to ensure role and duty compliance and any necessary support is in place

AGREED that staff and councillors will be reminded on how to request matters be brought to committee meetings ie., through the relevant committee clerk and not via Councillors or other employees

g) RECEIVED an update on appraisals, continued professional development (CPD) & future training requirements - No appraisals are due (they will be carried out Jan/Feb 2024)

The Clerk will forward a training record to Staffing Committee members

The Clerk will progress the maintenance worker's training and refreshers

The Clerk confirmed her completion of the CiLCA qualification

The Staffing Committee emphasised their support for the Deputy Clerk in continuing to work towards obtaining her CiLCA qualification and suggest she take some time out from her studies, with the Staffing Committee agreeing to fund a 3 month extension beyond February 2024 as necessary

6. POLICY REVIEW - AGREED that the Clerk and Cllr A Llinghorn-Baker will set up a working group to review current, and propose new staffing policies, including a Grievance Policy which will confirm who to report to in the event of the grievance being against the employee's line manager. They will report back at the next meeting

7. EMPLOYMENT HEALTH AND SAFETY MATTERS - AGREED the Clerk and Cllr A Llinghorn-Baker will review and work through a package of relevant Risk Assessments and other associated policies and processes as part of the working group set up under Agenda Item 6.

The Clerk has attended CPD for managing sickness absence due to mental ill health

8. To **RECEIVE** an update on the national pay award negotiations – Negotiations are ongoing with no agreed resolution.

9. Agenda Items for Committees / next Council Meeting

i) Full Council to **APPROVE** virements to Staffing Committee budget

ii) Staffing Committee to receive update from Cllr A Llinghorn-Baker's performance review of the Staffing Committee's process involved in this recent personnel issue

iii) Staffing Committee to receive update from Working Party re: Agenda items 6 & 7

10. AGREED the date of the next meeting as Tues 3rd October at 6pm in the Committee Room, Victory Hall, Stanway

The Chair thanked all for attending and closed the meeting at 7.30pm

Agenda Item 5e).

B Administration - Staff Costs

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
8	Salaries, PAYE & NI (all)				140,000.00	29,919.82	110,080.18	110,080.18 (78%)
11	Pension contributions (all)				37,937.00	9,137.96	28,799.04	28,799.04 (75%)
SUB TOTAL					177,937.00	39,057.78	138,879.22	138,879.22 (78%)

E Administration - Other

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
10	Home Working Allowance				648.00	162.00	486.00	486.00 (75%)
13	Training (all)				3,850.00	870.74	2,979.26	2,979.26 (77%)
14	Travel				596.00	25.96	570.04	570.04 (95%)
36	Insurance				6,100.00	6,321.04	-221.04	-221.04 (-3%)
37	Subscriptions				2,200.00	1,692.99	507.01	507.01 (23%)
38	Bank Charges				220.00	9.00	211.00	211.00 (95%)
40	Professional Fees				7,700.00		7,700.00	7,700.00 (100%)
75	Chairman's Allowance				220.00		220.00	220.00 (100%)
998	All Other Expenditure					124.00	-124.00	-124.00 (N/A)
999	Accounting Adjustment							(N/A)
SUB TOTAL					21,534.00	9,205.73	12,328.27	12,328.27 (57%)

STAFFING RESERVE

Staffing	20,000.00	5,000.00	25,000.00
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