



# Stanway

## Parish Council

Parish Clerk: Donna Tristram  
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Dear Councillors,

You are hereby summoned to the forthcoming meeting of the Staffing Committee to be held in Victory Hall on **Thursday 22<sup>nd</sup> June at 6pm** when the under-mentioned business will be transacted.

**NB: The Public and Press will be excluded from item 5 onwards in accordance with The Public Bodies (Admissions to Meetings) Act 1960**

Yours faithfully,

Clerk to the Parish Council

Date: **17<sup>th</sup> June 2023**

## AGENDA

1. **Chairs welcome and resolve to accept any apologies for absence**
2. **Declaration of Interests**  
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.
3. To **APPROVE** the Minutes of the previous Staffing Committee Meeting **8<sup>th</sup> March 2023** (unless already signed)
4. **Exclusion of Public & Press**  
In accordance with with The Public Bodies (Admissions to Meetings) Act 1960 **RESOLVE** 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
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) To **REVIEW** the current staff structure and employee duties and **AGREE** on any changes
  - b) To **DECIDE** upon any changes to individual employee pay scales and job descriptions
  - c) To **REVIEW & DECIDE** on any upgrade to the home working allowance
  - d) To **CONSIDER** wellbeing package provided via EALC for staff and councillors
  - e) To **CONSIDER & AGREE** any amendments to the staffing budget approved by Full Council for 2023/24 and **NOTE** the financial report of expenditure to date
  - f) To **REVIEW** any relevant personnel matters
  - g) To **RECEIVE** an update on any appraisals, continued professional development (CPD) and future training requirements
6. To **APPROVE** proposed **Grievance Policy** draft for **ADOPTION at Full Council**
7. To **RECEIVE** any updates on employment Health and Safety matters
8. To **RECEIVE** an update on the national pay award negotiations.
9. **Agenda Items for Committees / next Council Meeting** - To receive and consider requests for items to be included on agendas for future CGC meetings, other committees, or Full Council
10. To **AGREE** the date of the next meeting