



# 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 **Tuesday 27<sup>th</sup> February 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: **15<sup>th</sup> February 2024**

### AGENDA

1. **Chairs welcome** and **RESOLUTION** to accept any apologies for absence
2. **Declaration of Interests**  
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. To **APPROVE** the Minutes of the previous Staffing Committee Meeting **3<sup>rd</sup> October 2024** (unless already signed)
5. **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
6. To **AGREE** RFO's job description – RFO to present
7. To **AGREE** continued professional development (CPD)
8. To **RECEIVE** an update 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
  - c) To **AGREE** any changes to Maintenance Worker's job description
  - d) To **AGREE** Health and Safety resources package for 2024/5 budget
  - e) To **REVIEW** any relevant personnel matters
  - f) To **RECEIVE** an update on appraisals
9. To **NOTE** the financial report of expenditure to date
10. To **CONSIDER** and **AGREE** Committee Terms of Reference for 2024/25
11. To **AGREE** updated policies and contracts under Staffing Policy Review:-  
**Grievance Policy**  
**Disciplinary Policy**  
**Future Contracts of Employment**
12. **Agenda Items for Committees / next Council Meeting** - To receive and consider requests for items to be included on future agendas
13. To **AGREE** the date of the next meeting