



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 6th September at 7.30pm** 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: **30th August 2022**

AGENDA

1. To Elect a Chair and Deputy Chair for the following Municipal Year 2022/23

2. Apologies for Absence

3. 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.

4. To **APPROVE** the Minutes of the previous Staffing Committee Meeting **9th June 2022** (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 **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, including any relevant personnel matters
- b) To **NOTE** the staffing budget approved for 2022/23 and **NOTE** the financial report of expenditure to date
- c) To **CONSIDER** and **DECIDE** on 2023/24 Staffing and Training Budget request for submission to CGC
- d) To **DECIDE** upon any changes to individual employee pay scales
- e) To **CONSIDER** additional staffing requirements (including apprenticeships) in line with the Council's Budget plans, in anticipation of potential increased responsibilities & holiday/sickness cover and changes/additions to Council services, including the taking on & operating of Stanway Lakelands Centre
- f) To **CONSIDER** future training requirements for all members of staff against the budget
- g) To **PROVIDE** an update on personnel policies
- h) To **DECIDE** upon any recommendations from the Internal Auditor from his quarterly reports- Recommendation to increase staffing reserve to be taken into account in 2023/24 budget

7. To **RECEIVE** an update on the national pay award negotiations.

8. **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.

9. To **AGREE** the date of the next meeting