



# Stanway

## Parish Council

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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 9<sup>th</sup> June at 8pm** 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: **25<sup>th</sup> May 2022**

## AGENDA

### 1. Chairman's welcome

### 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 **5<sup>th</sup> March 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, including a review of the Maintenance Operative's new job spec and work sheet system and review any training issues in relation to this enhanced role
- b) To **NOTE** the staffing budget approved for 2022/23
- c) To **DECIDE** upon any changes to individual employee pay scales
- d) To **CONSIDER** additional staffing requirements (including apprenticeships) in line with the Council's five-year Budget plan (2022-2027), in anticipation of potential increased responsibilities and holiday/sickness cover and changes/additions to Council services, in order to underpin a robust **Business Continuity Plan**, including the taking on of running and operating from Stanway Lakelands Centre
- e) To **CONSIDER** future training requirements for all members of staff against the budget
- f) To **PROVIDE** an update on personnel policies
- g) To **DECIDE** upon any recommendations from the Internal Auditor from his quarterly reports.
- h) To **REVIEW** and **PROPOSE** the permanent in post position of the Deputy Clerk, following successful completion of her probationary period (due to end July 5th) and subject to any prior comments from Councillors.
- i) To **REVIEW** and **PROPOSE** the permanent in post position of the Finance Officer, following successful completion of his probationary period (due to end July 6th) and subject to any prior comments from Councillors.

### 7. To **REVIEW** and **PROPOSE** the Staffing Committee's terms of reference to Corporate Governance Committee

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

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