



# 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 25<sup>th</sup> February 2025 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: **19<sup>th</sup> February 2025**

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## AGENDA

1. **Chair's welcome**
2. **To record and approve apologies for absence**
3. **Declarations of Interest**  
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** and sign the Minutes of the previous Staffing Committee Meeting dated 5<sup>th</sup> November 2024
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  
review of current staff structure and employee duties in 2025 Staffing Committee to discuss and review
6. To **RECEIVE** an update from the Clerk's Report and deal with any matters arising from it, including:
  - a) Staffing Committee **REVIEW** of current staff structure and employee duties, alongside contracted hours and **AGREE** on any changes, including an officer's request to not man the office once a week
  - b) To **RECIEVE** an update regarding additional grounds person during financial year 2025/26 and onwards
  - c) To **RECEIVE** an update and **DECIDE** on staff training (CPD)
  - d) To **DECIDE** upon any changes to individual employee pay scales
  - e) To **RECEIVE** staff appraisal summary update from Clerk
  - f) To **REVIEW** any relevant personnel matters and **DECIDE** on any further action

7. To **NOTE** the financial report of expenditure to date and **NOTE** the staffing budgets agreed within the 2025/26 budget for the next financial year
8. To **CONSIDER** Public Sector Eye Care Package for employees @ £17 per person, covering free eye test and money off glasses at Specsavers
9. To **RECEIVE** an update regarding pay award negotiations, between the government and the National Joint Council for Local Government Services (NJC), applicable from 01.04.25 – 31.03.2026 and **CONSIDER** and **AGREE** any actions, also considering employee associated communications
10. **Agenda Items for Committees / next Council Meeting** - To receive and consider requests for items to be included on future agendas
11. To **AGREE** the date of the next meeting