



SHAVINGTON
CUM
GRESTY

**Shavington-cum-Gresty Council
Staffing Committee meeting**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

20 July 2023

To: **Members of the Staffing Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Staffing Committee** to be held at **7:30PM** on **Wednesday 26 July 2023** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Simona Garner
Parish Clerk

AGENDA

1	To elect the Chair and Deputy Chair
2	To receive and consider apologies for absence
3	To note declarations of Members' interests
4	To note the terms of reference for the Staffing Committee (attached)
5	To confirm and sign the minutes of the Staffing Committee Meeting held on 12 October 2022 (attached)
6	To receive and consider the YTD financial position of the Staffing Committee (attached)
7	To consider a proposal to introduce an employee time tracking software to better plan and prioritise work

8	To receive and consider a proposal to review the Shavington-cum-Gresty Appraisal Policy (to follow)
9	To receive and consider an update with regards to the NJCP 2023/24 pay rise
10	To consider a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of item 11 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
11	To receive and consider an update on staffing matter
12	To consider and inform the budget setting process for 2024/25 financial year
13	To note the date of the next Staffing Committee Meeting – 10 January 2024 7:30PM



Report Statement

Meeting: Staffing Committee

Report Purpose: To present Committee ToR

Version Control: v1

Author: Clerk

1. Report Summary

The report presents the Committee ToR for 2023/24

2. Background

On 17 May 2023 the Parish Council approved the Committees Term of References.

3. Position

Members are asked to note the Committee Term of Reference for 2023/24

4. Governance

ScG Parish Council Standing Order
LGA 1972

5. Financial Impact

None

6. Resource Impact

None

7. Wards Affected

All

8. Conclusions

Members are asked to note the Committee Term of Reference.



STAFFING COMMITTEE

Approved by Shavington cum Gresty Parish Council on 17.05.2023

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5 Members of Authority		Quorum 3
Meeting will take place every six month		
<p>To provide effective and professional staff management of all matters related to the employees of the Parish Council.</p> <p>All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chair's discretion but are unable to vote.</p>		
Function of the Committee	Delegation of function	
1	All delegated functions as set out in the Terms of Reference and Delegation of Council Committee	
2	<p>To recommend to Council the overall Staffing structure and approval of additional posts.</p> <p>Parish Clerk reserved for Council</p> <p>All other staff to Committee including payment of honoraria providing within agreed budget.</p>	
3	To recommend to Council Personnel policies and Employee Handbook Committee	
4	<p>Management and Appointment of Staff (Local Government Act 1972 s112-119)</p> <p>Recommend appointment of new Parish Clerk to be endorsed by Council</p> <p>Selection of long list by Parish Clerk with personnel assistance if appropriate</p> <p>Selection of final short list – Chair and Vice Chair of the Council and Chair of the Staffing Committee</p> <p>Final Interview – Committee and Chair of the Council</p> <p>Parish Clerk for casual staff and temporary appointments to approved positions below Scale Point 23</p>	



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		<p>Decision on whether to fill vacant positions is delegated to Parish Clerk.</p> <p>Decision on recruitment of contract staff or interim contract staff to Committee</p> <p>Management of staff in accordance with Council policy, procedures and budget to Parish Clerk.</p>
5	Disciplinary matters under the Council's Disciplinary Procedure.	<p>Parish Clerk with appeal to Staffing Committee</p> <p>Staffing Committee in the case of the Parish Clerk with appeal to Complaints Committee (only members not on Staffing Committee)</p> <p>Dismissal of Parish Clerk to be ratified by Council</p>
6	Determination of individual grading issues and job evaluation	Committee, except Parish Clerk reserved to Council
7	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<p>Committee (Council in case of Parish Clerk)</p> <p>Administration of retirement in cases of permanent ill health, after appropriate medical advice</p> <p>Pensions Discretions Policies to Committee</p>
8	Approval of job descriptions and person specifications and all contracts of employment	<p>Committee to approve except Council in the case of Parish Clerk</p> <p>All Councillors to be given the opportunity to comment on the draft job description and person specification before final committee approval.</p>



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9	Absence issues under the Council's Attendance Management Guidelines.	Parish Clerk except Committee in the case of Parish Clerk
10	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	Council
11	Competence Procedure	Parish Clerk except Committee in the case of Parish Clerk
12	Issue of Contracts of Employment	Parish Clerk except Committee in the case of Parish Clerk Model Contract approved by Committee
13	Redundancy and Redeployment	Committee
14	Monitoring Equalities Policy in relation to employment	Committee
15	Approval of Officer Codes of Conduct, supplements and Member – Officer Protocol	Council
16	Health and Safety	Committee for approval of Policy other than General Statement and organisation which are reserved for Council Committee to oversee responsibilities for Council within budget and policy Parish Clerk for routine management
17	Grievance Procedure	Parish Clerk, except Committee in the case of Parish Clerk



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18	Administration of other Staffing procedures	Parish Clerk, except Committee in the case of Parish Clerk
19	Employee Development Review and assessment at end of Probationary period	Parish Clerk for all staff, often delegated to direct manager. Chair of Council, Staffing Chair and one other Member of Committee for Parish Clerk
20	Training and Development Plan for all employees	Parish Clerk Chair of Staffing in case of Parish Clerk
21	To review employees pay awards and increments for recommendation to Full Council for approval	Committee

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.

Shavington-cum-Gresty Council
Staffing Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on **Wednesday 12 October 2022**

In attendance: Cllr Buchanan, B Gibbs, Jones, McIntyre

ScG St/22/3/1	To receive and consider apologies for absence¹
	No apologies were received.
ScG St/22/3/2	To note declarations of Members' interests
	No declaration was raised.
ScG St/22/3/3	To confirm and sign the minutes of the Staffing Committee Meeting held on 3 August 2022
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG St/22/3/4	To consider the YTD financial position of the Staffing Committee
	Councillors NOTED the YTD financial position of the Staffing Committee.
ScG St/22/3/5	To receive and consider an update with regards to the NJCP 2022/23 pay rise
	The Clerk informed Members that the pay rise for 2022/23 hasn't been agreed yet. Councillors NOTED the update.
ScG St/22/3/6	To consider a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of item 7 on the grounds that the matters contain sensitive information and by reason of confidential nature of the

¹ Meeting started 1935hrs

	business being transacted.
	RESOLVED: that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press are excluded from the meeting during the consideration of item 7 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
ScG St/22/3/7	To receive and consider an update on staffing matter
	<p>The Clerk updated Members on staffing matters.</p> <p>RESOLVED: that a recommendation is made to Parish Council to move the Community Manager to NJCP SCP pay scale that from 1 November 2022, and that the actual pay scale point is agreed by the Parish Council in the understanding that this would be at least equal to the current salary</p> <p>RESOLVED: that a recommendation is made to Full Council to close the office from Monday 19 December 2022 – Monday 3 January 2023 (reopen 4 January)</p>

Meeting Closed at 20:12 hrs

Chair: Cllr Buchanan

Clerk: S Garnero

Summary of Receipts and Payments

Cost Centre 1

Staffing Committee

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				74,000.00	22,667.44	51,332.56	51,332.56 (69%)
2	Payroll Service				800.00	225.50	574.50	574.50 (71%)
7	Staff Training				1,000.00	296.00	704.00	704.00 (70%)
8	Members Training				300.00	25.00	275.00	275.00 (91%)
SUB TOTAL					76,100.00	23,213.94	52,886.06	52,886.06 (69%)

Summary

NET TOTAL					76,100.00	23,213.94	52,886.06	52,886.06 (69%)
V.A.T.						63.10		
GROSS TOTAL						23,277.04		