

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

Main Road,  
Shavington, Crewe  
CW2 5DP

[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)



19 October 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 25 October 2023** at **Shavington-cum-Gresty Village Hall, upstairs office room, Main Rd, Shavington, CW2 5DP.**

**Please note:** any person who may find difficulty in access the meeting room upstairs due to mobility impairments is asked to advise the Clerk by email [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) or phone 01270 42 11 25 at least 24 hours before the meeting so that every effort may be made to provide access.

Your sincerely,



Simona Garner  
Parish Clerk

## AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To confirm and sign the minutes of the Staffing Committee Meeting held on 26 July 2023 <b>(attached)</b>
4	To receive and consider the YTD financial position of the Staffing Committee <b>(attached)</b>

<b>5</b>	To receive and consider an update with regards to the NJCP 2023/24 pay rise
<b>6</b>	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 business being transacted.
<b>7</b>	To receive and consider an update on staffing matter
<b>8</b>	To consider and inform the budget setting process for 2024/25 financial year <b>(to follow)</b>
<b>9</b>	To note the date of the next Staffing Committee Meeting – <b>10 January 2024 7:30PM</b>

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



## **MINUTES of the meeting held on** **Wednesday 26 July 2023**

In attendance: Cllr Buchanan, B Gibbs, K Gibbs, McHugh

<b>ScG</b> <b>St/23/01/01</b>	<b>To elect the Chair and Deputy Chair<sup>1</sup></b>
	<b>RESOLVED:</b> that Cllr Buchanan and Cllr McHugh were elected Chair and Deputy Chair of the Staffing Committee respectively.
<b>ScG</b> <b>St/23/01/02</b>	<b>To receive and consider apologies for absence</b>
	Apologise were received and accepted from Cllr R Jones.
<b>ScG</b> <b>St/23/01/03</b>	<b>To note declarations of Members' interests</b>
	No declaration of interest was raised.
<b>ScG</b> <b>St/23/01/04</b>	<b>To note the terms of reference for the Staffing Committee</b>
	Councillors <b>NOTED</b> the terms of reference for the Staffing Committee.
<b>ScG</b> <b>St/23/01/05</b>	<b>To confirm and sign the minutes of the Staffing Committee Meeting held on 12 October 2022</b>
	<b>RESOLVED:</b> that the Minutes of the previous meeting are approved and signed as an accurate record.
<b>ScG</b> <b>St/23/01/06</b>	<b>To receive and consider the YTD financial position of the Staffing Committee</b>

<sup>1</sup> Meeting started 1947hrs

	Councillors <b>NOTED</b> the YTD financial position.
<b>ScG St/23/01/07</b>	<b>To consider a proposal to introduce an employee time tracking software to better plan and prioritise work</b>
	Cllr Buchanan briefed Councillors on the item.  Councillors <b>NOTED</b> the update.  <b>RESOLVED:</b> that the Clerk is instructed to introduce a method to track time against projects.
<b>ScG St/23/01/08</b>	<b>To receive and consider a proposal to review the Shavington-cum-Gresty Appraisal Policy</b>
	Councillors <b>NOTED</b> the report.  <b>RESOLVED:</b> that the revised Shavington-cum-Gresty Parish Council Appraisal Policy is recommended to Full Council for approval, subject to the following amendments: <ul style="list-style-type: none"> <li>• ‘Performance reviews will refer to core responsibilities of the role listed in the job description, as well as to the agreed objectives for the previous year. Appraisee and appraisers will contribute toward the ratings, and both parties will endeavour to agree on a final score for each element of discussion. If no agreement can be reached, then the appraiser score will go forward’;</li> <li>• Preparation for appraisal form (Appraisee): amend all boxes with a ‘please list’ instead on ‘are there’.</li> </ul> <b>RESOLVED:</b> that ‘1-2-1 feedback employer meetings’ are introduced and led by the line manager. That the Chair of Staffing Committee will hold the ‘1-2-1 feedback employer meetings’ with the Clerk.
<b>ScG St/23/01/09</b>	<b>To receive and consider an update with regards to the NJCP 2023/24 pay rise</b>
	The Clerk briefed Councillors on the item.  Councillors <b>NOTED</b> the update.
<b>ScG St/23/01/10</b>	<b>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.</b>
	<b>RESOLVED:</b> 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 11 on the grounds that the matters contain sensitive

	information and by reason of confidential nature of the business being transacted.
<b>ScG St/23/01/11</b>	<b>To receive and consider an update on staffing matter</b>
	<p>Cllr Buchanan and the Clerk briefed Councillors on staffing matter.</p> <p>Councillors <b>NOTED</b> the update.<sup>2</sup></p> <p><b>RESOLVED:</b> that, in order to address staff capacity concerns, the following recommendations are made to Full Council:</p> <ol style="list-style-type: none"> <li>a. That each committee is asked to draft its own mission statement, which will then be considered by Full Council and included in the Council action plan;</li> <li>b. That the budget setting should include references to staff hours (which should be counted only to 80% leaving room for unplanned or unexpected elements). And that each Committee should be allocated a maximum staff capacity time-slot available for the delivery of the committee's projects and activities</li> <li>c. That the 60 hrs allocated toward the delivery of the Christmas events from Community Manager capacity plan, should not be exceeded. And that the Clerk should have the delegated authority to scale down or cancel the event in consultation with the Chair of the Staffing Committee if there is a highly chance of overtime (please note: a 10% tolerance is accepted withing the allocated staff time)</li> </ol>
<b>ScG St/23/01/12</b>	<b>To consider and inform the budget setting process for 2024/25 financial year</b>
	<p>The Clerk briefed Councillors on the item.</p> <p>Councillors <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that the item is deferred until the NJCP 2023/24 is approved, and that a meeting is called in October (date to be confirmed)</p>
<b>ScG St/23/01/13</b>	<b>To note the date of the next Staffing Committee Meeting – 10 January 2024 7:30PM</b>
	Councillors <b>NOTED</b> the date of the next Staffing Committee meeting

Meeting Closed at 21:41 hrs

Chair: Cllr Buchanan

---

<sup>2</sup> Cllr B Gibbs left the room at 20:42hrs and rejoined the meeting at 20:44hrs

Clerk: S Garnero

DRAFT

Summary of Receipts and Payments

Cost Centre 1

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				74,000.00	39,668.02	34,331.98	34,331.98 (46%)
2	Payroll Service				800.00	359.00	441.00	441.00 (55%)
7	Staff Training				1,000.00	326.00	674.00	674.00 (67%)
8	Members Training				300.00	50.00	250.00	250.00 (83%)
<b>SUB TOTAL</b>					<b>76,100.00</b>	<b>40,403.02</b>	<b>35,696.98</b>	<b>35,696.98 (46%)</b>

Summary

<b>NET TOTAL</b>				<b>76,100.00</b>	<b>40,403.02</b>	<b>35,696.98</b>	<b>35,696.98 (46%)</b>
V.A.T.					89.80		
<b>GROSS TOTAL</b>					<b>40,492.82</b>		