



SHAVINGTON
CUM
GRESTY

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

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

16 May 2024

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 22 May 2024** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Simona Garnero
Parish Clerk

AGENDA

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| 1 | To elect the Chair and Deputy Chair of the Staffing Committee |
| 2 | To receive and consider apologies for absence |
| 3 | To note declarations of Members' interests |
| 4 | To note the Terms of Reference of the Staffing Committee (attached) |
| 5 | To confirm and sign the minutes of the Staffing Committee Meeting held on 25 October 2023 (attached) |
| 6 | To receive and consider the YTD financial position of the Staffing Committee (attached) |

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| 7 | 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 items 8 and 9 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted. |
| 8 | To receive and consider staff job descriptions (to follow) |
| 9 | To receive and consider staffing matter |
| 10 | To note the date of the next Staffing Committee Meeting – 23 October 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 2024/25

2. Background

On 1 May 2024 the Parish Council approved the Committees Term of References.

3. Position

Members are asked to note the Committee Term of Reference for 2024/25

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 1 May 2024

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| 5 Members of Authority | | Quorum 3 |
|---|--|--|
| At least 2 meetings per year | | |
| To provide effective and professional staff management of all matters related to the employees of the Parish Council. | | |
| 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. | | |
| 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 | To recommend to Council the overall Staffing structure and approval of additional posts. | Parish Clerk reserved for Council All other staff to Committee including payment of honoraria providing within agreed budget. |
| 3 | To recommend to Council Personnel policies and Employee Handbook | Committee |
| 4 | Management and Appointment of Staff (Local Government Act 1972 s112-119) | Recommend appointment of new Parish Clerk to be endorsed by Council Selection of long list by Parish Clerk with personnel assistance if appropriate Selection of final short list – Chair and Vice Chair of the Council and Chair of the Staffing Committee Final Interview – Committee and Chair of the Council Parish Clerk for casual staff and temporary appointments to approved positions below Scale Point 23 |



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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 25 October 2023

In attendance: Cllr Buchanan, B Gibbs, McHugh

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| ScG St/23/02/01 | To receive and consider apologies for absence¹ |
| | Apologise were received from Cllrs K Gibbs, R Jones. |
| ScG St/23/02/02 | To note declarations of Members' interests |
| | No declaration of interest was raised. |
| ScG St/23/02/03 | To confirm and sign the minutes of the Staffing Committee Meeting held on 26 July 2023 |
| | RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record |
| ScG St/23/02/04 | To receive and consider the YTD financial position of the Staffing Committee |
| | Councillors NOTED the YTD financial position. |
| ScG St/23/02/05 | To receive and consider an update with regards to the NJCP 2023/24 pay rise |
| | The Clerk briefed Councillors on the item. Councillors NOTED the update. |
| ScG | To consider a resolution under Section 1 of the Public Bodies (Admission to |

¹ Meeting started at 19:34hrs

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| St/23/02/06 | 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. |
| | 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/23/02/07 | To receive and consider an update on staffing matter |
| | <p>Cllr Buchanan and the Clerk briefed Councillors on the item.</p> <p>Councillors NOTED the update.²</p> <p>RESOLVED: that a recommendation is made to Full Council to close the Council Office over the Christmas period (from 25 December 2023 to 7 January 2024).</p> <p>RESOLVED: that a recommendation is made to Full Council to consider reviewing the salary band of the Clerk to SCP 33-36, in accordance with the recommendation provided by Ms. Weaver, Chief Officer at ChALC.</p> <p>RESOLVED: that a recommendation is made to Full Council to move the Clerk to SCP 36 effective from 1st April 2024, or earlier if the council wish to consider a budget virement.</p> |
| ScG St/23/02/08 | To consider and inform the budget setting process for 2024/25 financial year |
| | <p>Councillors NOTED the report.</p> <p>RESOLVED: that the DARFT Staffing Committee budget 2024/25 is approved, subject to the following amendments being made:</p> <ul style="list-style-type: none"> a. Staffing salary reviewed to reflect the proposed pay review b. Contingency staffing budget: £20,803 (part-time additional employee if the Council wish to deliver anything additional to what has been delivered in this current year) |
| ScG St/23/02/09 | To note the date of the next Staffing Committee Meeting – 10 January 2024 7:30PM |
| | Councillors NOTED the date of the next Staffing Committee meeting |

² Clerk left the meeting at 19:59hrs and re-joined the meeting at 20:27hrs

Meeting Closed 2114 hrs

Chair: Cllr Buchanan

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 | | | | 86,100.00 | 8,947.40 | 77,152.60 | 77,152.60 (89%) |
| 2 | Payroll Service | | | | 800.00 | 144.50 | 655.50 | 655.50 (81%) |
| 7 | Staff Training | | | | 1,000.00 | | 1,000.00 | 1,000.00 (100%) |
| 8 | Members Training | | | | 400.00 | | 400.00 | 400.00 (100%) |
| 76 | Communication officer | | | | 20,000.00 | | 20,000.00 | 20,000.00 (100%) |
| SUB TOTAL | | | | | 108,300.00 | 9,091.90 | 99,208.10 | 99,208.10 (91%) |

Summary

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|--------------------|--|--|--|-------------------|-----------------|------------------|------------------------|
| NET TOTAL | | | | 108,300.00 | 9,091.90 | 99,208.10 | 99,208.10 (91%) |
| V.A.T. | | | | | 28.90 | | |
| GROSS TOTAL | | | | | 9,120.80 | | |