



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

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

Minutes of the Staffing Committee held on Tuesday 5 August at 7pm

In attendance: Cllrs B Gibbs, Cllr Cruickshank, Cllr Buchanan
Absence: Cllr S Jones and Cllr K Gibbs

ScG/S1/01	To elect a Chair and Deputy Chair of the Staffing Committee RESOLVED: Cllrs Cruickshank and B Gibbs were elected Chair and Deputy Chair respectively
ScG/S1/02	To receive and consider apologies for absence Apologies were received from Cllr S Jones & K Gibbs.
ScG/S1/03	To note declarations of Members' interests No declarations of interest were made. Point of Order Raised that Staffing Committee Terms of Reference were not followed for Clerk 3-month review. The previous chair of Staffing committee explained the reasoning behind this to Members. RESOLVED: The Clerk is asked to write a report to committee to explain the rationale for ratification and what actions can be taken in the future to avoid this.
ScG/S1/04	To note the Terms of Reference of the Staffing Committee (attached) Members NOTED the Terms of Reference RESOLVED: That the staffing committee RECOMMEND to the Full Council an increase in Staffing Committee meetings to quarterly and the Terms of Reference are altered accordingly.
ScG/S1/05	To confirm and sign the minutes of the Staffing Committee Meeting held on 6 November 2024 (attached)

	<p>RESOLVED: That the minutes of the Staffing Committee Meeting held on 6 November were approved and signed as an accurate record.</p>
ScG/S1/06	<p>To receive and consider the YTD financial position of the Staffing Committee (attached)</p> <p>Members NOTED the report</p>
ScG/S1/07	<p>To confirm the Members to conduct the Clerk's probationary review and the date for this to be conducted, during w/c 11 August. This should be the Chair of the Council, Chair of Staffing Committee and one other Member to be appointed.</p> <p>RESOLVED: That Cllrs R. Jones (Chair of the Council), Cllr Cruickshank (chair of the Staffing Committee) and Cllr B Gibbs (other Member of the Staffing Committee) will conduct the Clerk's probationary review.</p> <p>RESOLVED: To extend the Clerks probationary period to 5th October to allow for holidays and ensure that the correct procedures are followed. The chair of the committee will write to the Clerk to inform her of this decision.</p>
ScG/S1/08	<p>To consider and approve a probationary review template (attached)</p> <p>RESOLVED: That the probationary review template is approved for use.</p>
ScG/S1/09	<p>To consider and inform the budget setting process for 2025/26 financial year (attached)</p> <p>RESOLVED: That this agenda item is moved to the next staffing meeting & written report from the Clerk to propose staffing committee requirements against the delivery plan is presented.</p>
ScG/S1/10	<p>To consider any immediate funding priorities to be considered for 25/26 using the funding originally budget for the PCSO</p> <p>RESOLVED: That this agenda item is moved to the next staffing meeting & written report from the Clerk to propose staffing committee requirements against the delivery plan is presented.</p>
ScG/S1/11	<p>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 12 and 13 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted. ¹</p> <p>RESOLVED: To exclude the press and public from items 12 and 13.</p>
ScG/S1/12	<p>To receive and consider staffing matter.</p> <p>RESOLVED: Members direct the Community Manager to contact the HR consultant to review Clerk contract and check members position on this in</p>

	light of Clerks request. Community Manager to provide a written report with an update on this.
ScG/S1/13	To receive an update on staffing Members NOTED the report
ScG/S1/14	To note the date of the next Staffing Committee meeting – RESOLVED: The next meeting date to be confirmed by the clerk in review of request to increase staffing committee meetings.

Meeting Closed 20:02 hrs

Chair: Cllr Cruickshank

Clerk: S Randle

¹ Items 11-13 were heard after item 8.

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