

28th July 2025

**Parish Council Committee Meeting Summons**

Dear Committee Members

You are summoned to attend a **Staffing Committee Meeting** on **Monday 11th August 2025** at **Caldy Valley Neighbourhood Centre, Caldy Valley Road, Great Boughton**.

*Kath Lloyd*

*On behalf of Sophia Samuel*

*Interim Clerk*

**PART ONE – PUBLIC**

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| 11.08.01 | **Attendance and Apologies:** *to* ***note*** *attendance, to* ***receive*** *apologies and to* ***approve*** *reasons for absence.* |
| 11.08.02 | **Declarations of Interest:** *To* ***receive*** *disclosures of personal and prejudicial interests from Committee Members on matters to be considered at the meeting.* |
| 11.08.03 | **Minutes of 14th July Meeting**: *to* ***approve*** *the Part One section of the minutes of the previous meeting.* |
| 11.08.04 | **Terms of Reference:** To **remind** members of the Terms of Reference and scope of the Staffing Committee |
| 11.08.05 | **Policies:** *to* ***consider*** *and* ***recommend*** *approval of the following policies –*  *Staff leaving/Exit Procedures/Return to Work Policy*  *Councillor recruitment and retention Policy* |
| 11.08.06 | **Interviews**: *to* ***agree*** *members of Interview Panel and date of interviews* |
| 11.08.07 | **Contract of Employment:** *to* ***review*** *and* ***agree*** *the NALC contract of employment for the incoming Clerk.* |
| 11.08.08 | **Delegated decisions to report to council:** |
| 11.08,09 | **Recommendations for council:** |
| 11.08.10 | **Date of Next Meeting:** *To be confirmed* |

**PART TWO – CONFIDENTIAL**

**Part 2 (confidential session)** under the provisions of the *Public Bodies (Admission to Meetings) Act 1960*, due to the confidential nature of the business to be transacted. Members of the public and press will be excluded.

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| 11.08.11 | **Attendance and Apologies:** *to* ***note*** *attendance, to* ***receive*** *apologies and to* ***approve*** *reasons for absence.* |
| 11.08.12 | **Declarations of Interest:** *To* ***receive*** *disclosures of personal and prejudicial interests from Committee Members on matters to be considered at the meeting.* |
| 11.08.13 | **Minutes of 14th July Meeting**: *to* ***approve*** *the Part Two section of the minutes of the previous meeting.* |
| 11.08.14 | **Local Government Services Pay Agreement 2025 – 26:** *to* ***note that*** *NALC Has advised that The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026.* |
| 11.08.15 | **Interviews:** *to* ***agree*** *the shortlisting process and the format of interviews.* |
| 11.08.16 | **Appraisals:** to *agree* format and responsibility for appraisals of current staff. |
| 11.08.17 | **Delegated decisions to report to council:** |
| 11.08,18 | **Recommendations for council:** |
| 11.08.19 | **Date of Next Meeting: To be confirmed** |