

Swillington Village Council  
Clerk: Mrs K Goodare  
Swillington Village Hall, Church Lane, Swillington, LS26 8DX  
Email: [clerk@swillingtonvillagecouncil.gov.uk](mailto:clerk@swillingtonvillagecouncil.gov.uk)



26th March 2026

You are invited to attend the next meeting of Swillington Village Council Staffing Committee, to be held on **THURSDAY 2ND APRIL 2026** at 6.30pm in Swillington Village Hall.



Mrs K Goodare (Clerk)

*Members of the public are welcome to attend the meeting.*

#### **AGENDA**

1. 1.1 To elect a Chair of the staffing committee  
1.2 Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting
2. 2.1 To receive apologies.  
2.2. To approve reasons for absence given by councillors.
3. 3.1 To receive declarations of interest from councillors on items on the agenda.  
3.2 To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests.  
3.3 To receive, consider and decide upon any applications for dispensation.
4. To confirm the minutes of the meeting held on 7th October 2025 as a true and correct record.
5. Staffing policies:
  - 5.1 To note the changes in law effective from April 2026 as enacted in the Employment Rights Act 2025, and from October 2024 as enacted in the Worker Protection (Amendment of Equality Act 2010) Act 2023
  - 5.2 To consider the following new policies and updates to policies as a result of 5.1:
    - 5.2.1 Adoption Leave Policy V1 (*new*)
    - 5.2.2 Bereavement Policy V2 (*updated*)
    - 5.2.3 Disciplinary Policy V3 (*updated*)
    - 5.2.4 Flexible Working Policy V1 (*new*)
    - 5.2.5 General & Sexual Harassment Prevention Policy & Procedure V1 (*new*)
    - 5.2.6 Lone Working Policy V1 (*new*)
    - 5.2.7 Maternity Leave and Pay Policy V1 (*new*)
    - 5.2.8 Paternity Leave and Pay Policy V1 (*new*)
    - 5.2.9 Shared Parental Leave Policy V1 (*new*)

5.2.10 Sickness Absence & Medical Capability Policy V2 (*updated*)

5.2.11 Whistleblowing Policy V2 (*updated*)

5.3 HR Data Protection Policy V2 (*updated*)

5.4 Pension & Retirement Policy V1 (*new*)

6. Clerk's employment:

6.1 To arrange the Clerk's annual appraisal

7. Other employment:

7.1 To consider the method of annual leave payment and calculation to be applied for 2026-27 and to consider the amended Annual Leave Policy

7.2 To consider the completion of the Village Hall cleaner's probationary period

8. Other matters:

8.1 To note the Annual Payroll Summary for 2025-26

8.2 To note the Council's re-declaration of compliance with the Pensions Regulator

9. To notify the clerk of matters for inclusion on the agenda of the next meeting

10. To confirm the date of the next meeting as Tuesday 6th October 2026