

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



1st May 2024

You are invited to attend the next meeting of Swillington Village Council Staffing Committee, to be held on **TUESDAY 7TH MAY 2024** at 6.30pm in Swillington Village Hall.

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Mrs K Goodare (Clerk)

Members of the public are welcome to attend the meeting.

AGENDA

1. 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 3rd October 2023 as a true and correct record.
5. To consider the following staffing policies:
 - 5.1 Sickness Absence and Medical Capability Policy
 - 5.2 Capability Policy
 - 5.3 Training and Development Policy
 - 5.4 Employee Appraisal Scheme
 - 5.5 Health and Safety Policy (as reviewed by the Village Hall Management Committee)
6. Staff pay:
 - 6.1 To note the pay increases of members of staff in April 2024 in line with a) the National Living Wage and b) an annual increment raise on the NJC pay scales
 - 6.2 To note the change in employment law which allows employers to pay holiday pay as a percentage uplift in each pay period rather than per holiday day taken and to consider the Council's preferred method of holiday pay payment
7. Clerk's employment:

- 7.1 To consider a date for the Clerk's annual appraisal with the Chair of the Committee
- 7.2 To receive an update on the maternity cover handover progress including the process for maternity pay for the Clerk
- 7.3 To set a probation period review date for the new Clerk and Chair

- 8. To note the yearly summary of training and development by employees and elected members

- 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