

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)



26<sup>th</sup> April 2025

You are invited to attend an extraordinary meeting of Swillington Village Council Staffing Committee, to be held on **TUESDAY 6<sup>th</sup> MAY 2025** at 6.30pm in Swillington Village Hall.

*JKnox*

CLlr Jake Knox (Council Chair)

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

#### **AGENDA**

1. To elect a chair of the committee
2. Reminder by the Chair of the Committee's expectations for the audio or visual recording of this meeting
3. 3.1 To receive apologies.  
3.2. To approve reasons for absence given by councillors.
4. 4.1 To receive declarations of interest from councillors on items on the agenda.  
4.2 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.  
4.3 To receive, consider and decide upon any applications for dispensation.
5. To confirm the minutes of the meeting held on 7<sup>th</sup> May 2024 as a true and correct record.
6. Staff pay:  
6.1 To note the pay increases of members of staff in April 2025 in line with an annual increment raise on the NJC pay scales, and to note the backpay awards  
6.2 To note the pay increase of other members of staff in line with the National Living Wage increase effective from 01/04/2025
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 pay reclaim process and consider actions to be taken  
7.3 To set a date for an exit interview for the maternity cover clerk

8. Other employment:
  - 8.1 To note the resignation of the Village Hall cleaner and to consider options for short-term and permanent replacements
  - 8.2 To consider holiday cover arrangements for the litter picker
9. Other matters:
  - 9.1 To receive an update from the Clerk on the HMRC charge for late PAYE returns and to consider actions to be taken
  - 9.2 To receive an update from the Clerk on the Pensions Regulator fine and to consider actions to be taken
10. To consider the Dignity at Work Policy (updated – V2)
11. To note the yearly summary of training and development by employees and elected members
12. To notify the clerk of matters for inclusion on the agenda of the next meeting
13. To confirm the date of the next meeting