

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



30th September 2025

You are invited to attend the next meeting of Swillington Village Council Staffing Committee, to be held on **TUESDAY 7TH OCTOBER 2025** at 6.30pm in Swillington Village Hall.



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 6th May 2025 as a true and correct record
5. Staffing policies:
 - 5.1 To consider the Deduction From Pay Agreement (V1 - Oct 2025) - *new*
 - 5.2 To consider the Employee Appraisal Policy (V1 - May 2024) - *no suggested changes*
 - 5.3 To consider the Working Procedures Policy (V1 - Oct 2025) - *new*
6. Clerk's employment:
 - 6.1 To receive an update on the maternity pay reclaim process
7. Other employment:
 - 7.1 To receive an update on the end-of-employment procedure for the cover clerk
 - 7.2 To consider the annual refresher training required for all staff excluding the Clerk
 - 7.3 To consider the existing job descriptions and role risk assessments for all staff excluding the Clerk and to consider any changes
 - 7.4 To consider the staff appraisals for all staff excluding the Clerk and to appoint Councillors and committee members to undertake the appraisals

8. Other matters:
 - 8.1 To receive an update from the Clerk on the HMRC charge for late PAYE returns
 - 8.2 To receive an update from the Clerk on the Pensions Regulator fines
 - 8.3 To receive an update on the quote received from Peninsula and consider actions to be taken
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 5th May 2026