

**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)**



27<sup>th</sup> October 2026

You are invited to attend the next meeting of Swillington Village Council Staffing Committee, to be held on **TUESDAY 3RD NOVEMBER 2026** at 6.30pm in Swillington Village Hall.



Mrs K Goodare (Clerk)

### **AGENDA**

1. To elect a Chair of the Committee
2. Reminder by the Chair of the Council'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 Tuesday 2<sup>nd</sup> April 2026 as a true and correct record.
6. Clerk's employment:
  - 6.1 To note the agreed NALC pay scales for 2026/27 and to note the backpay award for the Clerk of £274.37 for April-September 2026
  - 6.2 To note the Clerk's successful CiLCA pass and to note the increase in payscale to be applied from 1<sup>st</sup> October 2026 in line with the Clerk's contract
7. Other employment:
  - 7.1 To consider the annual refresher training required for all staff excluding the Clerk
  - 7.2 To consider the existing job descriptions and role risk assessments for all staff excluding the Clerk and to consider any changes

7.3 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 on Bright HR onboarding

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 2<sup>nd</sup> March 2027