

DRAFT MINUTES - TO BE APPROVED

Minutes of Swillington Village Council Staffing Committee meeting held on Thursday 2nd April 2026 at 6.30pm

In attendance: Cllrs Dunkley (Chair), Cummings, A Fox and C Fox, and the Clerk Kate Goodare.

Apologies: None



1. **1.1 To elect a Chair of the staffing committee - It was resolved** to elect Cllr Ian Dunkley as Chair of the 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.** - None were received.
2.2. To approve reasons for absence given by councillors. - None were received.
3. **3.1 To receive declarations of interest from councillors on items on the agenda.** - None were received.
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. - None were received.
3.3 To receive, consider and decide upon any applications for dispensation. - None were received.
4. **To confirm the minutes of the meeting held on 7th October 2025 as a true and correct record.** - These were approved.
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** - These were noted.
 - 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)** - This was approved.
 - 5.2.2 **Bereavement Policy V2 (updated)** - This was approved.
 - 5.2.3 **Disciplinary Policy V3 (updated)** - This was approved.
 - 5.2.4 **Flexible Working Policy V1 (new)** - This was approved.
 - 5.2.5 **General & Sexual Harassment Prevention Policy & Procedure V1 (new)** - This was approved.
 - 5.2.6 **Lone Working Policy V1 (new)** - This was approved. It was noted that items regarding purchase of personal alarms and staff identification items should be added to the next ordinary meeting agenda.
 - 5.2.7 **Maternity Leave and Pay Policy V1 (new)** - This was approved.
 - 5.2.8 **Paternity Leave and Pay Policy V1 (new)** - This was approved.
 - 5.2.9 **Shared Parental Leave Policy V1 (new)** - This was approved.
 - 5.2.10 **Sickness Absence & Medical Capability Policy V2 (updated)** - This was approved.
 - 5.2.11 **Whistleblowing Policy V2 (updated)** - This was approved.
 - 5.3 **HR Data Protection Policy V2 (updated)** - This was approved.
 - 5.4 **Pension & Retirement Policy V1 (new)** - This was approved.
6. **Clerk's employment:**
 - 6.1 **To arrange the Clerk's annual appraisal - It was resolved** that committee Chair Cllr Dunkley should undertake the Clerk's annual appraisal and that this would be arranged for a mutually suitable date.

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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 - It was resolved to approach all members of staff and enquire as to which method of annual leave pay they would prefer, and then amend the Annual Leave Policy accordingly.

7.2 To consider the completion of the Village Hall cleaner's probationary period - It was resolved to pass the probationary period and the Clerk was instructed to write to her accordingly.

8. Other matters:

8.1 To note the Annual Payroll Summary for 2025-26 - This was noted. It was noted that the salary payment budget had £1000 remaining for the 2025-26 year. The Clerk explained that this money was accounting for CILCA study hours, the bulk of which were completed in March 2026 and would be paid in the next payslip.

8.2 To note the Council's re-declaration of compliance with the Pensions Regulator - It was noted that the Council was now able to redeclare compliance with the Regulator and the Clerk was instructed to do so.

9. To notify the clerk of matters for inclusion on the agenda of the next meeting - Outcome of the Clerk's appraisal.

10. To confirm the date of the next meeting as Tuesday 6th October 2026 - Cllr Dunkley noted he was unable to attend this date and made his apologies. It was noted the meeting may be rescheduled to enable his attendance.