DRAFT MINUTES - NOT YET APPROVED.

Minutes of Swillington Village Council Staffing Committee meeting held on Tuesday 3rd November 2026 at 6.30pm.
In attendance: Cllrs Dunkley (Chair), Cummings, A Fox and C Fox, and the Village Clerk Kate Goodare.
Apologies: None.

1. **To elect a Chair of the Committee** - **It was resolved** to re-elect Cllr Dunkley as 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.** - None received.
   3.2 To approve reasons for absence given by councillors. - None received.
4. **4.1 To receive declarations of interest from councillors on items on the agenda. -** None received.
   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. - None received.
   4.3 To receive, consider and decide upon any applications for dispensation. - None received.
5. **To confirm the minutes of the meeting held on Tuesday 2nd April 2026 as a true and correct record. -** These were approved.
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 - This was noted.
   6.2 To note the Clerk's successful CiLCA pass and to note the increase in payscale to be applied from 1st October 2026 in line with the Clerk's contract - This was noted.
7. **Other employment:**
   7.1 To consider the annual refresher training required for all staff excluding the Clerk - It was resolved to set the following e-learning for both staff: Health and Safety Awareness, Lone Working, Manual Handling, and Hazardous Substances (COSHH) on the BrightHR platform.
   7.2 To consider the existing job descriptions and role risk assessments for all staff excluding the Clerk and to consider any changes - It was resolved to accept the current job descriptions and risk assessments as updated by the Clerk.
   7.3 To consider the staff appraisals for all staff excluding the Clerk and to appoint Councillors and committee members to undertake the appraisals - It was resolved to appoint Cllr Dunkley to undertake the appraisals, who will arrange a suitable date with the employees. The Clerk will support and the Village Hall Committee will be approached for input on the Cleaner's appraisal.
8. **Other matters:**
   8.1 To receive an update on Bright HR onboarding - The Clerk updated the meeting. Onboarding meetings have taken place and the Clerk intends to complete all the work on

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the platforms to have both the HR and Health & Safety software fully functional for April 2027, including an onboarding pack for staff.

9. **To notify the clerk of matters for inclusion on the agenda of the next meeting -** None were raised.
10. **To confirm the date of the next meeting as Tuesday 2nd March 2027.**

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