

BARROWBY PARISH COUNCIL

Mrs J Moss, 14 Riverside Walk, Bottesford, NG13 0AT
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Dear Councillor

I hereby give you notice that the BARROWBY PARISH COUNCIL STAFFING COMMITTEE MEETING will be held at the READING ROOM, CHURCH STREET, BARROWBY on Monday 17th January 2022 at 7.30pm.

All members of the Parish Council Staffing Committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Signed:



Clerk to the Council.

Date: Wednesday 12^h January 2022

1. **WELCOME REMARKS BY THE CHAIRMAN.**
2. **APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN.**
3. **TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST AND REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE LOCALISM ACT 2011.**
 - 3.1 To receive declarations of Members' interests in relation to agenda items.
4. **APPROVAL OF MINUTES.**
 - 4.1 To resolve to accept the Clerk's minutes of the Staffing Committee Meeting held on 19th July 2021.
5. **EMPLOYMENT POLICIES.**
 - 5.1 To review current employment policies.
 - 5.2 To resolve to approve the new Annual Leave policy.
6. **VACANCY FOR ASSISTANT CLERK**
 - 6.1 To note the resignation of the Assistant Clerk.
 - 6.2 To resolve to retrospectively approve the advertising of a vacancy for Assistant Clerk.
7. **CONTRACTS AND JOB DESCRIPTIONS.**
 - 7.1 To resolve to move into closed session, in accordance with the Public Bodies Act 1960, due to the confidential nature of matters to be discussed regarding staff contracts.
 - 7.2 To review current staff contracts and job descriptions.
8. **ANNUAL LEAVE.**
 - 8.1 To receive an update on staff annual leave.
9. **PAY INCREASE.**
 - 9.1 To note that the 2021/22 pay award has not yet been agreed. When it is agreed the new rate will be applied and the extra pay will be backdated to 1st April 2021. An estimated sum has been included in the budget for 2022/23 to cover this.
10. **DATE FOR NEXT MEETING.**

Monday 25th April 2022 at 7.30pm.