

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 Sports Pavilion on Tuesday 22nd November 2022 at 7.00pm.

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 17th November 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 notes of the Staffing Committee Meeting held on 30th August 2022 and note that all actions have been completed.
5. **STAFFING MATTERS**
 - 5.1 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 hours, responsibilities, pay and annual leave.
 - 5.2 To review current staff hours and to resolve to approve an increase in the Assistant Clerk's hours as per the original job application.
 - 5.3 To note a change to the Assistant Clerk's responsibilities.
 - 5.4 To conduct an annual review of pay in accordance with the Clerk's Contract following the 2-year anniversary of her appointment.
 - 5.5 To note the new 2022/2023 NJC Pay Scales as distributed by LALC and arrangement for payment.
6. **STAFF HOLIDAYS.**
 - 6.1 To receive an update on staff annual leave.
7. **CLOSED SESSION**
 - 7.1 To resolve to approve to move back to public session.
8. **DATE FOR NEXT MEETING.**
 - 8.1 TBA.