

# 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 on Tuesday 12<sup>th</sup> April 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 6<sup>h</sup> April 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 17<sup>th</sup> January 2022 and note that all actions have been completed.
- 5. EMPLOYMENT POLICIES**
  - 5.1 To resolve to approve the updated Employment Policies.
  - 5.2 To resolve to approve the updated Annual Leave Policy.
- 6. TERMS OF REFERENCE**
  - 6.1 To review the Terms of Reference for the Staffing Committee.
- 7. STAFFING MATTERS**
  - 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 hours, pay, appraisals and annual leave.
  - 7.2 To note the appointment of a new Assistant Clerk and resignation of a Caretaker.
  - 7.3 To discuss contracted hours for current staff and overtime payments.
  - 7.4 To resolve to approve increase in payscale for current staff.
  - 7.5 To receive feedback from the Clerk following completion of staff appraisals.
  - 7.6 To receive feedback from Councillor Cupit following completion of the Clerk's appraisal.
- 8. STAFF HOLIDAYS.**
  - 8.1 To receive an update on staff annual leave.
- 9. CLOSED SESSION**
  - 9.1 To resolve to approve to move back to public session.
- 10. DATE FOR NEXT MEETING.**
  - 10.1 TBA.