

# 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 28<sup>th</sup> November 2023 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 22<sup>nd</sup> November 2023

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 6<sup>th</sup> February 2023 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 resolve to approve a change in employment contracts to include the period between Christmas and New Year as part of employee's annual leave entitlement and the wording of the notice to be sent to employees.
  - 5.3 To note the new agreed 2023/2024 NJC Pay Scales as distributed by LALC and arrangements for payment backdated to 1<sup>st</sup> April 2023.
  - 5.4 To review the pay scales for employees and resolve to approve any increments deemed necessary.
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.