



295/297 Kenilworth Road, Balsall Common CV7 7EL

Telephone: 01676 535679 (Answering Machine)

Email: [clerk@balsallparishcouncil.gov.uk](mailto:clerk@balsallparishcouncil.gov.uk)

Web: [www.balsallparishcouncil.gov.uk](http://www.balsallparishcouncil.gov.uk)

## **PUBLIC NOTICE OF MEETING SUMMONS TO STAFFING COMMITTEE MEMBERS**

The meeting of the **Staffing Committee** will be held on **Monday 8<sup>th</sup> July 2024 at 10:30am** at the **Westlake Room, Balsall Common Village Hall CV7 7FF.**

**The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting, there will be no opportunity for members of the public to speak at this meeting.**

**Clerk**

1 July 2024

### **AGENDA**

- 1. In Attendance**
- 2. Apologies for absence**
- 3. Declarations of Interest**
- 4. Minutes Resolution** to approve as a correct record the Minutes of 1 February 2024.
- 5. Proposal** to note that the Clerk was awarded the CiLCA qualification on 13 May 2024.
- 6. Proposal** Committee to note the changes in Employment Law from April 2024 and changes coming in the autumn.
- 7. Proposal** to engage employment specialist to update the WALC Staff Handbook to reflect Balsall Parish Council Contract of Employment and employment changes since its last update.
- 8. Proposal** to recruit a Deputy Clerk to work 20 hours per week again at the beginning of September.
- 9. Proposal** to exclude the public and the press from the rest of the meeting. This is in accordance with the **Public Bodies (Admission to Meetings) Act 1960, s1(2)**, to allow for discussion of confidential matters relating to any of staff, legal matters or contractual arrangements, the publication of which would be prejudicial to the public interest.
- 10. Proposal** to provide temporary cover during the Clerk's absence by extending the temporary clerk to two days per week for an initial period of four weeks from 10<sup>th</sup> July.
- 11. Date of next meeting** - To be confirmed.