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Public Notice of Meeting Summons to Staffing Committee Members

The meeting of the **Staffing Committee** will be held on **Monday 24th March 2025** at **10:00am** 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

Chairman Cllr David Slatter
19th March 2025

AGENDA

- 1. In Attendance**
- 2. Apologies for absence**
- 3. Declarations of Interest**
- 4. Minutes Resolution** to approve as a correct record the Minutes of 8th July 2024
- 5. Proposal to co-opt to fill vacancies.**
(5.1) Proposal to accept the co-option of Peter Wreford as a member of the Council
- 6. Proposal for committee** to adopt the NALC Staff Handbook amended as necessary for Balsall Parish Council to update and bring together the council's employment policies
- 7. Proposal for committee** to consider the draft Sexual Harassment Policy and agree a policy for Council to endorse and encourage all Councillors and staff to attend a briefing/training session or read the policy and sign it to confirm they understand and will comply with it. To build into the council agenda an annual update
- 8. Proposal to terminate** the Temporary Clerks contract 31st March 2025 end of this financial year
(8.1) Proposal for Staffing Committee Chair to write to the Temporary Clerk to advise of contract end date and thank them for their hard work

- 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** for job title for the new office position to be changed from Deputy Clerk as previously approved 1st February 2024 meeting Agenda Item 8. to Office Administrator, with the opportunity to work towards becoming the Deputy Clerk.
- (10.1) Proposal** for pension percentage to be decided and approved for the new position
- 11. Clerk's 2025/2026 Pay Review**
- (11.1) Proposal to approve** a salary and allowances increase for the Clerk from 1st April 2025
- (11.2) Proposal to approve** either carrying over into next year 5 days untaken holiday or to receive payment
- (11.3) Proposal to approve** the payment of additional 32.5 hours worked as not able to take TOIL
- (11.4) Proposal to approve** the reimbursement of any hours being worked over normal hours in 25/26, due to either training new employee or working extra hours due to having no support

12. Date of next meeting