



Dear Councillor

You are HEREBY SUMMONED to attend a meeting of the Staffing Committee of Elton Parish Council to be held on **Monday 8 April 2024** at **6pm** at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob

26 March 2024

Members of the public and the press are welcome to attend. Please be aware that the council may take a vote to exclude the press and public if any items to be discussed contain information about an individual's personal circumstances or about a commercial contract or legal advice.

If you have any enquiries about the meeting, please contact Lara Jacob, the Clerk to the Parish Council at: parishclerk@eltonparishcouncil.co.uk
tel: 07871 614665

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

Councillors are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached. Declarations are a personal matter for each councillor to decide and the decision to declare, or not, is the responsibility of the councillor.

3. Items for discussion in closed session

To consider if any items on the agenda, because of the nature of the information which might be disclosed, should be discussed with the exclusion of the press and public. Items should be identified no later than when the item is reached and a proposal should be moved for a full council decision on exclusion. Reasons for exclusion will be recorded in the minutes.

4. Public Participation

5. Contracts of Employment

To consider, when compared to the current employment contracts that exist, if the new NALC Model Employment Contract might be more suitable and to make a recommendation to full council.

6. Staff Payments

6.1 **To consider** if the current salary scales and their application to roles are appropriate and to make any recommendations to full council.

6.2 **To consider** if a Homeworking Allowance should be paid to the clerk and make recommendations to full council.

7. Appraisals

7.1 **To consider** the draft Appraisal Policy and supporting paperwork and make recommendations to full council.

7.2 **To arrange** for staff appraisals to be carried out, including the probationary review of the clerk.

8. Future Agenda Items

To note any matters for consideration at the next meeting.

9. Date and Time of next meeting

TBC

10. Matters to be discussed in the absence of the press and public

Public Bodies (Admission to Meetings) Act 1960 s.2

A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.