



Thursday 15th January 2026

To: The Members of the Staffing Committee
(Chair Cllr Peter Moulton, Cllr Tony Barker, Cllr Andy Roach)

Dear Councillors,

NOTICE OF STAFFING COMMITTEE MEETING

I hereby give notice that the next staffing committee meeting of Whitwick Parish Council will be held at:

**Whitwick Bowls Pavilion, Whitwick Park, North Street, Whitwick,
Coalville, Leicestershire LE67 5HB on**

Thursday 22nd January 2026 at 10am

All members of the committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

The public and press are invited to attend meetings of the Parish Council.

In accordance with The Openness of Local Government Bodies Regulations 2014 the meeting may be recorded by any form of audio, visual or electronic means.

To view the full agenda, please visit www.whitwickpc.org or contact our office team for a copy on 01530 459527 or email clerk@whitwickparishcouncil.gov.uk.

Sharon Kaye
Parish Clerk

3a Market Place, Whitwick, Coalville, Leicestershire LE67 5DT
Phone: 01530 459527 Email: clerk@whitwickparishcouncil.gov.uk Website: www.whitwickpc.org.uk

AGENDA

26-026 APOLOGIES

To receive apologies for absence

26-027 DECLARATIONS OF INTEREST

To receive any declarations of interest in regard to any agenda items.

26-028 PUBLIC PARTICIPATION SESSION

To receive representation and questions from the public in respect of items of business on the agenda.

26-029 MINUTES

To approve and sign the minutes of the Staffing Committee meeting held on: 20th May 2025.

APPENDIX A

26-030 EXCLUSION OF PUBLIC AND PRESS

To approve the exclusion of the public for the next agenda items:

As the following agenda item includes confidential information it is likely to be considered with members of the public excluded from the meeting in accordance with The Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972 sections 100 and 102 for the reason that the nature of the business of the Parish Council is of a confidential nature.

26-031 STAFF APPRAISALS

To receive an update on staff appraisals from the Parish Clerk.

26-032 TOIL UPDATE

To receive a toil update report from the Parish Clerk.

26-033 STAFFING – NATIONAL ANNUAL PAY RISE AWARD 2025-2026

To note the awarded national pay rise of 3.2% for all employees, backdated to 1st April 2025, applied to July 2025 payroll.

26-034 STAFFING – NATIONAL ANNUAL PAY RISE AWARD 2026-2027

To note the NJC Union pay claim for 2026-2027 submitted, for the anniversary date of 1st April 2026.

26-035 STAFF JOB DESCRIPTION AND CONTRACTS

To review all staff contracts including job description and hours and salary band.

26-036 STAFF TRAINING

To review and approve the staff training matrix.

26-036 PENSION

To review and approve the staff pension provision.

26-037 STAFF BENEFITS

To review and approve the staff benefits provision.

N.B. THIS IS A COUNCIL MEETING HELD IN PUBLIC AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.

Standing Order 5.8 states: "Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted." The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded, please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.



APPENDIX A

*DRAFT MINUTES - These minutes are draft only, until approved by the next meeting of the Parish Council.

Whitwick Parish Council Staffing Meeting Minutes **20th May 2025**

Meeting Date: 20th May 2025

Meeting Location: Whitwick Bowling Pavilion, Whitwick Park, North Street, Whitwick, Coalville, Leicestershire LE67 5HB

Meeting Start Time: 11.00 AM

Councillors Present:

- Cllr Peter Moulton (Chair), Cllr Anthony Barker, Cllr Andy Roach

Officers Present:

- Sharon Kaye, Parish Clerk

Public Attendees:

- No members of public

25-165 APOLOGIES

No apologies were received.

25-166 DECLARATIONS OF INTEREST

No declarations of interest were received.

25-167 PUBLIC PARTICIPATION SESSION

No public were present.

25-168 MINUTES

On the motion of Councillor Andy Roach, seconded by Councillor Peter Moulton,

The Councillors RESOLVED that the minutes of the meeting of the Staffing Committee held on Thursday 30th January 2025 be confirmed as a true record and signed by the Chair.

25-169 PARISH CLERK TRAINING

On the motion of Councillor Anthony Barker, seconded by Councillor Andy Roach,

The Councillors RESOLVED to approve the Parish Clerk's attendance at the SLCC East Midlands Basics Bootcamp at a cost of £85.00 plus vat.

On the motion of Councillor Peter Moulton, seconded by Councillor Anthony Barker,

The Councillors RESOLVED to approve the Parish Clerk's attendance at the SLCC Annual Conference at a cost of £450.00 plus vat.

Members declined to auto approve the Parish Clerk's attendance at the SLCC Annual Conference each year as part of the Clerk's ongoing training, preferring to vote and approve each year.

Attendance at the Practitioners Conference was not voted on at this time as no prices were available at this time.

25-170 CARETAKER UPDATE

The Parish Clerk updated members regarding the caretaker recruitment.

Parish Clerk to inform committee members of how many applicants we receive for a vacancy.

Parish Clerk to inform committee members of interview details for candidates.

The Parish Clerk informed members that the Parish Warden was willing to provide holiday/relief cover when required for the caretaker, and it was proposed that he would have a training session with the current caretaker. Members agreed with this to be actioned by the Parish Clerk.
It was also agreed that a set of keys be provided to the Parish Warden for these duties and also to the Chair of the Property Management Committee, Councillor Anthony Barker.

25-171 EXCLUSION OF PUBLIC AND PRESS

On the motion of Councillor Anthony Barker, seconded by Councillor Andy Roach,
The Councillors RESOLVED to exclude the public and press for the confidential session.

25-172 PARISH CLERK CONTRACT

The Parish Clerk presented details regarding her initial contracted hours, the approved temporary hours position and toil worked over the last year, whilst recruiting and training the new office team, which was still work in progress for all the new team members. It was noted that work was still ongoing to catch up with many outstanding tasks and backlog of minutes, that the schedule pre and post meetings was demanding for the Clerk and Deputy and that the additional toil, training hours or hours required for Parish Council events have not been budgeted for in terms of wage costs for any office employees. Members and the Clerk also discussed the office workload, and methods were suggested to help reduce that, such as minimising the size of the agenda, which was difficult when there are so many statutory items for a Council agenda. Members did not want the progress achieved thus far to go backwards if hours were reduced too soon. Members agreed toil to continue until the Council audit had been completed. The Parish Clerk to remain on the temporary 37 hours after the audit. A further review to be carried out in July, once the audit had been completed.

25-173 PENSION

The Parish Clerk thanked Members for the increased Pension Contribution for Staff but asked Members to consider future provision for Employers Pension contributions, especially with the current discussions regarding Unitary Councils.

Members had previously requested confirmation of the content of the Pension contribution discussion with LRALC at the Council Meeting on 16th May 2024 with any advised figures.

The Parish Clerk provided the details as requested and confirmed that it had stated that the level of pension contribution made by the Council should have been reviewed prior to the Parish Clerk's 6 month review in August 2024 and the new staff appointments in September 2024.

It was confirmed that no specific figures had been recommended to Council, but a significant improvement was needed for staff retention and recruitment, especially as the LGPS Scheme was a much higher contribution rate and a pension was viewed as part of the pay and benefits package.

25-174 DATE OF NEXT MEETING

Members noted that staffing meetings are ad hoc and arranged as required.

25-175 FUTURE AGENDA ITEMS

Members noted all future agenda items should be raised with the Parish Clerk for consideration.

The Chair thanked members for attending.

Meeting Closed: 10.49 am.

Chairman's Signature:

Chairman Name:

Date Signed: