



Whitwick Community Office, 3a Market Place, Whitwick, Coalville, LE67 5DT  
Phone: 01530 459527 Email: [clerk@whitwickpc.org.uk](mailto:clerk@whitwickpc.org.uk) Website: [www.whitwickpc.org.uk](http://www.whitwickpc.org.uk)

11<sup>th</sup> April 2024

Dear Councillor,

### **NOTICE OF MEETING – STAFFING COMMITTEE**

I hereby give notice that the next meeting of the Staffing Committee will be held at The Bowling Pavilion, Whitwick Park, North Street, Whitwick, LE67 5HB on

**Thursday 18<sup>th</sup> April 2024 at 11.00am**

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 welcome 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.

Yours faithfully,

Sharon Kaye  
Parish Manager

### **AGENDA**

**1. APOLOGIES**

To receive apologies for absence.

**2. DECLARATIONS OF INTEREST**

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

**3. PUBLIC PARTICIPATION SESSION**

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

**4. MINUTES**

To approve and sign the minutes of the Staffing Committee meeting, where available, held on: Monday 11<sup>th</sup> March 2024

**5. HR**

a) To receive and note new employment law changes that came into force in April 2024.

b) To receive and note minimum wage increases that came into force in April 2024.

**6. CHAIR'S REPORT**

To receive a Chair's report, if any.

### **EXCLUSION OF PUBLIC AND PRESS**

*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.*

## **7. STAFF MATTERS**

- a) Recruitment Process for Deputy Parish Manager and Administration Assistant  
To receive and comment on the LRALC recruitment service information for the recruitment of a Deputy Parish Manager and Administration Assistant for 25 hours each position, as agreed by Council on 21<sup>st</sup> March 2024.
- b) Locum Services  
To receive and comment on the locum service options from SLCC and LRALC for short term cover, whilst the recruitment process takes place, to ensure that all Parish Council duties and obligations can be fulfilled.
- c) TOIL  
To receive and approve the Parish Manager toil.
- d) Holidays  
To receive and approve the Parish Manager's holiday request.
- e) Contracts  
To receive and comment on the Parish Manager contract queries.
- f) Pension  
To receive and comment on the Parish Manager's report on current pension provision.
- g) Handover From Acting Parish Manager to Parish Manager Update  
To receive and comment on the Parish Manager's handover report
- h) Training  
To receive and comment on the Parish Manager's update regarding training received thus far and future training.
- i) Office Decoration and Closure
  - 1) To receive and note the Community Office was closed on Tuesday 9<sup>th</sup> April 2024, until further notice. Clearing the office will take place as soon as the Parish Manager is able to co-ordinate this with Council volunteers. This will take place as soon as there is a suitable time window in the Parish Manager's schedule, due to the workload with only one member of staff and year end and meeting duties being prioritised short term. Building contractor is appointed and can proceed when instructed.
  - 2) To receive and comment on secure storage options for office equipment whilst work takes place.
  - 3) To receive and comment on Community Office relocation options and timescales.
- j) IT Equipment and Software  
To receive and note the meeting regarding the IT equipment is still pending.  
To receive and note the move to Scribe accounts software as agreed by Council on 21<sup>st</sup> March 2024, will be actioned once the Internal Audit has been completed.
- k) Finance  
To receive and note the Financial Year End was completed on Monday 8<sup>th</sup> April 2024 and the Internal Audit is booked in for Friday 19<sup>th</sup> April 2024.
- l) Parish Warden duties and KPI audit.  
To receive and comment on the Parish Warden completing the KPI audits and the impact this may have on his hours.
- m) Employment policy  
To receive and comment on employment policy update.
- n) LRALC Recruitment Pack  
To receive and comment on LRALC recruitment documents
- o) LRALC Appraisal Pack  
To receive and comment on LRALC Appraisal documents

## **8. PARISH MANAGER'S REPORT**

To receive a Parish Manager's report, if any.

## **9. DATE OF NEXT MEETING**

To be discussed.

## **10. FUTURE AGENDA ITEMS**

To receive and note that all future agenda items should be raised with the Parish Manager for consideration.

**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.