

PITSTONE PARISH COUNCIL

Minutes of the Staffing Committee Meeting held on 3 February 2026 at Pitstone Pavilion, commencing at 7.30pm.

In accordance with the Openness of Local Government Bodies Regulations 2014 (S.I. 2014/...) and The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (S.I. 2012/2089) the public and press were excluded from this meeting due to the confidential/sensitive nature of the business.

SC17/25 ATTENDANCE AND APOLOGIES

Council present: Cllr Blunt (Chair), Cllr Nicholls & Cllr Saintey plus the Parish Clerk Mrs Eagling.

SC18/25 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

No written declarations had been received, and no other declarations were made by members.

The Clerk has a pecuniary interest in the review of SCP Grade but has no vote.

SC19/25 MINUTES OF THE MEETING held on 23/9/25

It was **RESOLVED** that the draft minutes of the Staffing Committee Meeting held on 23 September 2025 were a true and accurate record. The Chairman was duly authorised to sign them on behalf of the council.

SC20/25 CLERK'S REPORT

- Working at Heights training – Cllr Nicholls to complete.
- Legionella training – Facilities Manager completed.
- Fire Warden training – refresher to be completed by Clerk and Facilities Manager.
- Protect UK training – in process of being undertaken by Councillors and staff.
- Martyn's Law training – BMKALC training course cancelled on 20/1/26.
- NALC Legal Update training – being undertaken by the Clerk on 30/1/26.
- Volunteers Events scheduled for 6/3/26 and 4/9/26.
- Workplace Pension cyclical re-enrolment undertaken 14/1/26. No members to re-enrol as no members have left the scheme. Declaration submitted to the Pensions Regulator. One employee became eligible and joined the scheme on 1/1/26.

SC21/25 STAFFING MATTERS

1. Volunteers Event 6/3/26
 - Rural Roasts booked to provide a grazing table, approx. £10pp, dietary requirements and numbers to be confirmed at least 7 days in advance.
 - Invitation created, approved and sent to the printer.
 - Invitation list updated, envelopes bought, so can arrange distribution once printed invitations received.
2. Hourly Rate for Litter Pickers / Asset Checkers & National Minimum Wage
 - It was **RESOLVED** to increase the hourly rate paid from April 2026, in line with the National Living Wage/Minimum wage for workers aged 21 and over, to £12.71. This increase is within the budget provision for 2026/27.
3. Appraisal for Parish Clerk

The annual appraisal was conducted. No imminent training or office equipment requirements were identified. No performance related concerns were identified.
4. Contracted Increase in Spinal Column Point for Parish Clerk

Following the successful appraisal, it was **RESOLVED** to approve adopting the contracted annual SCP grade increase for the Parish Clerk effective from 1/4/26. Current grade SCP36/£24.46 per hour; new grade SCP37/£25.00 per hour. This increase is within the budget provision for 2026/27.

5. Anti Bullying and Harassment Policy

- It was **RESOLVED** to introduce an Anti-Bullying and Harassment Policy, based on the NALC template. A few amendments were discussed to the initial draft, and an update would be considered/approved at the next Staffing Committee meeting.
- It was **RESOLVED** to display the NALC anti bullying and harassment policy poster on both our website and at the Pavilion.
- It was **RESOLVED** to also consider adoption of Grievance and Disciplinary policies – draft templates to be obtained from NALC and reviewed to reflect our circumstances, for consideration at the next meeting.

6. Review of all Employment Contracts

To be undertaken by Cllr Blunt with recommendations given at the next Staffing Committee meeting.

7. Review of Standing Orders, Terms of Reference, Delegation Arrangements, Complaints Procedure and HR Policies to ensure consistency throughout

- Staffing committee terms of reference and delegation arrangements might need to expand to include things like handling grievances, complaints re staff, disciplinary procedures and harassment, when undertaking the annual review in May.
- Requirement to introduce disciplinary and grievance policies, with clearly defined escalation process/panels. See above.

8. Upcoming Employment Rights Act

- Introduce rolling spreadsheet to log holiday absence and pay for all staff. Historic data available within payroll files.
- Contract Review re upcoming changes – see above.
- Harassment, Grievance and Disciplinary policies – see above.

SC22/25 MATTERS FOR REFERRAL TO FULL COUNCIL

It was **RESOLVED** to advise full council of the recommended hourly rate for litter pickers/asset checkers and the result of the annual appraisal for the Parish Clerk with associated SCP grade increase.

SC23/25 DATE OF NEXT MEETING

It was **RESOLVED** to schedule the next meeting for Tuesday 5 May 2026 at 7.30pm.

SC24/25 CLOSURE OF MEETING

There being no further business to be transacted, the Chairman thanked the members for their attendance and closed the meeting at 20.20.

Signed:

Date:

Chairman