STANWICK PARISH COUNCIL

Committee Chairman: Councillor Susan Kitchener
Council Chairman: Councillor Mark Taylor
Clerk to the Council: Ms J. L. Hodgson
www.stanwickparishcouncil.org.uk

MINUTES of STAFFING COMMITTEE MEETING

Date: 27th August 2026
Venue: Committee Room, Village Hall, Stanwick
Time: 7.15 p.m.
Present: Councillors:- S Kitchener
J Ashby
G Konstantinidis
Clerk to the Council J Hodgson
Members of the Public 0

This meeting replaced the meeting that was scheduled to take place 20th August 2026

SC26.1 CHAIRMAN

It was proposed and

RESOLVED

That Councillor Kitchener be elected as Chairman for the civic year.

SC26.2 APOLOGIES FOR ABSENCE

All members were present.

SC26.3 MINUTES

It was proposed and

RESOLVED

That the Minutes of the Staffing Committee Meeting held 21st August 2025 should be signed by the Chairman as a correct record

SC26.4 DECLARATION OF INTEREST

There no declarations made.

SC26.5 CLOSURE OF MEETING

It was not necessary to make a resolution to close the meeting to the public and press for consideration of confidential business

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SC26.6 REVIEW OF POLICIES

Staffing Policies requiring review in the civic year 2026-27 that are not part of the annual review cycle for the Annual Council Meeting were considered.

All of the policies listed below are checked against any regulatory changes and best practice updates as notified by NALC and similar bodies.

All policy documents confirmed as accessible by the Microsoft accessibility checker.

Policy Title	Review date	Amendment required	Amendment details/Notes
Appraisal protocol	Aug 26	No	Crest added
Compassionate, Bereavement & Special Leave Policy	Aug 26	No	Crest added
Disciplinary & Dismissal Policy	Aug 26	Potentially	Crest added. See below
Equality Policy	Aug 26	No	Crest added
Hearing Panel Terms of Reference	Aug 26	No	Crest added
Grievance Policy	Aug 26	No	Crest added
Recruitment Policy	Aug 26	No	Crest added
Pension Discretions Policies	Aug 26	No	Crest added/see below
Pension Fund Data Protection Policy	Aug 26	No	Crest added

Pension Discretions Polices: This is a complex area. The requirement for each discretion is prescribed by government regulation that governs the Local Government Pension Scheme (LGPS). This sets out what discretions should be considered and it is up to each employer to determine how that discretion will be utilized.

From 1 August 2026 the Pension Scheme will need proof that the council has approved a decision before it can make any change that affects a Clerk's LGPS benefits. Further information is available in the Pension Fund Bulletin provided.

It was proposed and

RESOLVED

That with the exception of the Disciplinary and Dismissal Policy, all the policy listed above should be recommended to the full Council for re-adoption.

That further clarity is required on the staging of warnings in the Disciplinary and Dismissal Policy and a potential policy revision be considered by the full Council.

It was agreed that the Council should ensure it is able to operate its core functions in the event that the sole employee is suspended. The absence of the clerk is referenced in the Financial and Governance Risk Assessment and with the Business Continuity Plan. It was noted that in the unexpected or prolonged absence of the clerk, access to Unity Trust Bank and continuation of financial transactions was already provided for with Unity Trust Bank.

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SC26.7 CLERK'S APPRAISAL

The timings for the appraisal were set out and would be finalised via email. The date was provisional set for Tuesday 20th October.

SC26.8 DATE OF THE NEXT MEETING

It was agreed that the next meeting would be called after the appraisal process had been completed

Meeting closed 7.36 pm

Chairman

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