

**Draft Minutes of the Staffing Committee of Hunshelf Parish Council
held on Tuesday 26th May 2026
in the Providence Room, Green Moor Methodist Church at 5.00 pm.**

Present: Councillors Miss K. Battye, Mrs K Austin, Mr P. Garrity and Mrs D Carrington (Clerk)

No members of the public were present.

SC2026/1 - 1. Appoint a Chair

RESOLVED: that Cllr Mrs K Austin be appointed as Chair.

SC2026/2 - 2. Receive apologies and reasons for absence

None received.

SC2026/3 – 3. Receive any declarations of interest from Councillors

None received

SC2026/4 – 4. Review the Staffing Committee Terms of Reference

RESOLVED: that following the review of the Staffing Committee Terms of Reference, there were no further changes required.

SC2026/5 - 5. Appoint a Liaison Councillor

RESOLVED: to appoint Cllr Miss K Battye as Liaison Councillor.

SC2026/6 – 6. Discuss any matters relating to the new Clerk recruitment

Cllr Mrs K Austin reported that she had received the new Clerk's reference.

The Clerk reported that she had arranged some handover meetings with the new Clerk.

RESOLVED: the Clerk to issue the contract of employment to the new Clerk.

RESOLVED: Cllr Miss K Battye to arrange a walk around the Parish with the new Clerk.

SC2026/7 – 7. Policies and Procedures

Discuss the following policies and procedures and consider submitting to the Parish Council for adoption:

7.1 Equal Opportunities Statement

RESOLVED: to approve the Equal Opportunities Statement and submit to the Parish Council for adoption.

7.2 Performance Appraisal Policy

RESOLVED: to approve the Performance Appraisal Policy and submit to the Parish Council for adoption.

7.3 Grievance Policy

RESOLVED: to approve the Grievance Policy and submit to the Parish Council for adoption.

7.4 Disciplinary Policy

RESOLVED: to approve the Disciplinary Policy and submit to the Parish Council for adoption.

7.5 Sickness Absence Policy

RESOLVED: to approve the Sickness Absence Policy and submit to the Parish Council for adoption.

SC2026/8 – 8. Review Payroll and Pensions Arrangements

The Clerk reported that payroll was administered using the HMRC Basic PAYE Tool. This tool calculates the amount of tax and national insurance due. Tax and national insurance is paid on a quarterly basis to HMRC.

The Clerk reported that there was not a requirement to provide a pension scheme at this point in time as there were no eligible jobholders and no requests to opt in. She reported that she had submitted a declaration of compliance to The Pensions Regulator on the 23rd January 2026. This declaration must be completed every three years.

SC2026/9 - 9. To confirm the date of the next meeting

The next meeting to be arranged in November to consider the sign off of the Clerk's probation period.