

To Members of the Staffing Committee

Friday 23rd January 2026

You are hereby summoned to attend the Meeting of Great Longstone Parish Council Staffing Committee, which will be held on **Thursday 29th January 2026 - White Lion, Main St, Gt Longstone**, commencing at **7.00pm**, for the purpose of transacting the following business.

Yours faithfully

Simon Headington

Simon Headington
Clerk, Great Longstone Parish Council

Agenda for first meeting

1. To elect the Chair (Note that the Chair will be the line manager for the Clerk).
2. Apologies for absence from members.
3. Declarations of disclosable pecuniary interest relating to items on the agenda.
4. To review the Committee Terms of Reference.
5. To review and adopt the following policies and procedures:
 - 5.1 Dignity at Work Policy.
 - 5.2 Employee Privacy Notice
 - 5.3 Grievances and Disciplinary Procedures
 - 5.4 Health and Safety Policy
 - 5.5 Sickness Absence Policy.
 - 5.6 Training and Development Policy
6. To agree requirements for the following policies and procedures:
 - 6.1 Expenses policy.
 - 6.2 Flexible working arrangements/ Homeworking Policy.
 - 6.3 Induction and Appraisal Arrangements (Performance & Development Reviews) .
 - 6.4 Recruitment Policy.
7. To review NALC guidance on setting an appropriate salary point or scale for the Clerk and to agree the working hours.
8. To approve Job Description and Person Specification
9. To appoint the Clerk/Responsible Financial Officer and approve the Contract of Employment.
10. To agree procedures for paying the Clerk, paying any required taxes and reporting requirements for HMRC. This includes instructing the Clerk to download and install the free HMRC Basic PAYE Tools software, for small employers.
11. To authorise payment of the Clerk from the agreed start date, along with payment of any required taxes.
12. To agree procedure for calling future meetings.