



Notice of a Meeting of the Staffing Committee of Western Valley Parish Council

Thursday 27th August 2026 at 19:30, The District Centre, 1 Gentian Mews, OX11 6GR

All Committee Members are summoned to a Meeting of the Staffing Committee.

Members of the public and press are invited to attend all Council & Committee Meetings.
(Public Bodies (Admission to Meetings) Act 1960)

**Prior to the start of the meeting; Questions and comments from members of the public
(limited to 10 minutes in total)**

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting.

AGENDA

1. **To elect a Chairman of the Committee for the year ahead. [LGA 1972 ss15(2) and 34(2)]**
 - 1.1. To receive Chairman's acceptance of office [LGA 1972 s83(4)]
2. **Apologies [LGA 1972 s85(1)]**
 - 2.1. To receive apologies for absence.
3. **To receive declarations of interest for items on this agenda [LA 2011 s31]**

Members to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct. (NB this does not preclude any later declarations)
4. **To approve the minutes of previous committee meetings. [LA 1972 Sch 12. Para 41(1)]**
 - 4.1. Meeting held on 10th July 2025
5. **To consider governing documents as delegated by the full council, and approve any updates or approve them as suitable for use as is.**

5.1. Sexual Harassment Policy [WP(AofEA 2010)A 2023]	Appendix A
5.2. Disciplinary Policy (New) [ERA 1996 Section 3]	Appendix B
5.3. Grievance Policy (New) [ERA 1996 Section 3]	Appendix C
5.4. Training & Development Policy (New) [HSWA 1974 s2(2)(c)] & [LGA 1972 s112]	Appendix D
6. **Noting the National Association of Local Councils (NALC) has issued a new Model Employment Contract, to review the model contract, consider modifying suitable for use by this Council, and make recommendation to the Council to approve and adopt the modified version and apply to the Clerk's employment.**

[ERA 1996, s1-7B] & [ERA 2025 s58] **Appendix E**
7. **To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.**
8. **To note the outcome of the Clerk's annual appraisal, consider salary point and hours of the Clerk from 1st April 2026 and approve recommendation to the Council for salary and training.**
9. **Subject to the new model contract being approved earlier in the meeting, to approve the variable clauses pertaining to the Clerk's employment.**
10. **Confirm the date and time of the next meeting – to meet as needed to meet the needs of the Committee.**
11. **To approve the minutes of this meeting. [LA 1972 Sch 12. Para 41(1)].**