



**NOTICE is hereby given that the meeting of  
Landulph Parish Council Staffing Committee  
will be held on Thursday 01 May 2025 at 6.30pm at  
Landulph Memorial Hall Annexe**

All Landulph Parish Council papers can be viewed on the Parish Council's website:  
[www.landulph.org.uk](http://www.landulph.org.uk)

This meeting is advertised as a public meeting and as such could be filmed or recorded.  
[Landulph Parish Council Meetings Guide](#)

Item	Agenda item	Paper Decision
SC25.1	Appointment of Chairman of the Staffing Committee	
SC25.2	Apologies for Absence	
SC25.3	Declarations of Interest	
SC25.4	Minutes of last meeting (N/A)	
SC25.5	Actions arising (N/A)	
	Public Forum	
<b>Part Two: Under the Public Bodies (Admission to Meetings) Act 1960 the public (including the press) shall be excluded from the meeting at this point due to the confidential nature of the agenda items to be discussed.</b>		
SC25.6	Review of actions arising from Job Evaluation Report	JE Report
SC25.7	Approval of Clerks additional hours in 23/24 and 24/25	Clerk paper
SC25.8	Discussion/decision on holiday rollover policy	verbal
SC25.9	Discuss revised ToR	ToR v2
SC25.10	Policies to be discussed before submission to full council <ol style="list-style-type: none"> <li>1. Performance Improvement Policy and Procedure</li> <li>2. Capability Procedure</li> <li>3. Grievance Policy</li> <li>4. Disciplinary Policy</li> <li>5. Sickness and Absence Policy</li> <li>6. Reimbursement of Expenses</li> <li>7. Code of Practise for Handling Complaints</li> </ol>	7 papers
SC25.11	Decision on choice of model form contract	Model contracts
SC25.12	Discuss details for contract, including Job description and core hours of work	Verbal
SC25.13	<b>Standing items</b>	
a)	Approve annual leave requests and requests for additional hours	
b)	Review monthly timesheets	Timesheets
c)	Review quarterly additional hours claims	
d)	Any other issues to be discussed with Clerk	verbal