



**MINUTES OF THE GROBY PARISH COUNCIL
STAFFING COMMITTEE MEETING
HELD AT THE COUNCIL OFFICES, LEICESTER ROAD, GROBY, LEICESTER
ON 13th JANUARY 2026 at 10.00am**

Present: Cllr L Trivett (Chair), Cllr E Emmerson, Cllr K Griffiths, Cllr C Lincoln
Also present: Parish Clerk

STA/016/25-26 APOLOGIES

Apologies were received from Cllr Clarke. **RESOLVED** to accept these apologies.
Cllr S Jones was recorded as absent.

STA/017/25-26 DECLARATIONS OF INTEREST

There were none.

STA/018/25-26 MINUTES

RESOLVED that the minutes of the Staffing Committee Meeting held on 28th October 2025 be approved and signed as a true record.

STA/019/25-26 REVIEW OF STAFFING POLICIES AND PROCEDURES

- i. **To review the following policies and procedures which have been revised as agreed at the meeting held on 28th October:**

(a) Lone Working Policy

The Policy was reviewed and it was **AGREED** that no further revision was required.

(b) Training and Development Policy

The Policy was reviewed and a further revision to the final page **AGREED**.

(c) Time off in Lieu Policy

The Policy was reviewed and a further revision to Page 1 – Accruing TOIL was **AGREED**.

(d) Staff Handbook

The Handbook was reviewed and further revisions to Sections 2.6, 2.8 and 5.9 were **AGREED**.

Further to these amendments, it was **AGREED to RECOMMEND to Full Council** that the policies and procedures (a) to (d) are adopted.

- ii. **To recommend the Policies and Procedures to be adopted with no change**

Further to review at the meeting held on 28th October 2025, it was **AGREED to RECOMMEND to Full Council** that the following policies are adopted un-changed:

- (a) Anti-harassment and Bullying Policy
- (b) Equality, Diversity and Inclusion Policy
- (c) Grievance Procedure
- (d) Disciplinary Procedure
- (e) Bereavement Policy

iii. To consider a new Sickness Policy for Recommendation to Full Council

A draft Sickness Policy, which had been written in conjunction with ACAS and NALC template policies, was reviewed and revision to Section 9 was **AGREED**.

Further to this amendment, it was **AGREED to RECOMMEND to Full Council** that the Sickness Policy be adopted.

STA/020/25-26 CLOSED SESSION

RESOLVED to move into Closed Session to exclude members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to consideration of staffing matters.

STA/021/25-26 STAFFING MATTERS

i. To receive an update on a member of staff's probationary period appraisal

Members received an update on the appraisal which had taken place to review a staff members' probation period. Current hours of work, salary and potential training were discussed.

It was **AGREED to RECOMMEND to Full Council** that the staff members' probation period has been successfully completed and for Council to confirm their position in the role and to consider contracted hours, salary and training requirements.

ii. To receive an update on staff appraisals

Members were updated that all staff appraisals had now been carried out. Various training needs had been identified which would be brought forward at a future meeting.

iii. To receive an update on any other staffing matters

An update on current staffing matters was **RECEIVED** by the Committee and discussed.

STA/022/25-26 NEXT MEETING

The date and time of the next meeting to be advised.

The meeting closed at 12.11 pm.

Signed:
Chair

Date:.....