



Walton Parish Council

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Members of the public are cordially invited to attend and councillors are summoned to the **Employment Committee meeting** of Walton Parish Council to be held at St. John's Community Church Hall, Old Chester Road, Higher Walton on Tuesday 11 November 2025 at 11:00 am.

Agenda- Employment Committee

1. **Apologies for absence**

To receive and accept apologies for absence.

2. **Election of Chair of the committee**

To elect a Chair of the Committee.

3. **Declarations of Interest**

Councillors are reminded of their responsibility to declare disposable pecuniary or non-pecuniary interests which they have on any item on the agenda no later when the item is reached. Declarations are a personal matter for each member to decide and the decision to declare, or not, is the responsibility of the councillor.

4. **Public Participation**

In accordance with Standing Orders, members of the public and any visitors in attendance may address the meeting.

5. **Approval of Minutes**

The Minutes are circulated and will be taken as read.

The minutes of the Employment Committee Meeting held on 16 October 2024.

6. **Terms of Reference**

To undertake the annual review of the Terms of Reference for the Employment Committees and approve any recommended updates.

7. **Policies**

- 7.1 To consider and if thought fit approve the draft Maternity Policy
- 7.2 To consider and if thought fit approve the draft Paternity Policy
- 7.3 To consider and if thought fit approve the draft Training and Developments Policy.
- 7.4 To note any additional polices for drafting

8. Clerks Salary Payment Date

To note the updated payment date for the Clerk.

9. Clerk's Salary Adjustment in line with National Pay Award 2024/25 (Confidential)

To consider and approve implementation of the NJC National Pay Award for 2024/25 for the Parish Clerk, including back-dating of pay to 1 April 2024 in line with national guidance.

10. Completion of the Clerk's Probation Period (Confidential)

To review the Clerk's performance during the probation period and to consider formal confirmation of appointment to the permanent position.

11. Clerks Appraisal (Confidential)

To receive a report on the Clerk's annual appraisal and to consider any recommendations arising.

12. Matters to be considered with the exclusion of the press and public

[using Public Bodies (Admission to Meetings) Act 1960 s. 2]

To consider if any items on the agenda should be considered in closed session because of the nature of the information to be disclosed, whether pertaining to an individual, a contract or legal advice.

Please note: items discussed in confidential session are recorded in a separate confidential appendix, not for public publication

- Item 9- Clerk's Salary Adjustment in line with National Pay Award 2024/25
- Item 10 Completion of the Clerk's Probation Period
- Item 11 Clerk Appraisal

13. Date and time of next meeting

To agree the date and time of the next meeting.