



# Leysdown Parish Council Meeting

To: All Parish Councillors, in accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend the next meeting of Leysdown Parish Staffing Committee on **Saturday 21<sup>st</sup> February 2026 at 10.30am - 12.30pm**

The meeting will be at:

**Eastern Sheppey Community Hub, Leysdown Road, Leysdown on Sea, Isle of Sheppey, Kent  
ME12 4RD**

**Sarah Poole Proper Officer to Leysdown Parish Council FSLCC 16.02.26**

## AGENDA: STAFFING COMMITTEE

### In accordance with Standing Orders

Meetings are recorded as per Standing Orders

At the start of the meeting the Chairman will confirm if all or part of the meeting is being audio recorded. The whole of the meeting will be recorded, except where there are confidential or exempt items.

- LOSPCS25/26 – 12      Apologies for Absence**  
To receive and approve apologies for absence.
- LOSPCS25/26 – 13      Declarations of Interest**  
To receive declarations of Disclosable Pecuniary Interests (DPI's) or other significant interests in accordance with the Council's adopted Code of Conduct.
- LOSPCS25/26 – 14      Public Session**  
In accordance with Standing Orders 3(f), (g) and (h), the public session shall not exceed 15 minutes unless directed by the Chair.  
Individual members of the public shall not speak for more than 3 minutes unless directed by the Chair. The Chair may direct that a written or oral response be given.
- LOSPCS25/26 – 15      Approval of Previous Minutes**  
To approve the Minutes of the Staffing Committee meeting held on 21st August 2025.
- LOSPCS25/26 – 16      Annual Performance Review of the RFO and Clerk**  
To undertake the scheduled yearly review, including:
- a) **Progress against agreed objectives:**  
Completion/progress of the Clerk's ILCA qualification

Mrs Sarah Poole – Proper Officer

Wing Road, Leysdown-On-Sea, Kent, ME12 4EA. [rfo@leysdownparishcouncil.gov.uk](mailto:rfo@leysdownparishcouncil.gov.uk) | 01795 511277



- b) **Reflection from the RFO and Clerk on role development, workload and support requirements**
- c) **Feedback from Councillors**

**LOSPCS25/26 – 17      Training and Professional Development**

To receive updates on:

- a) Any additional training requirements identified
- b) Ongoing professional development opportunities
- c) To consider and resolve any further training approvals.
- d) All councillors on this committee to complete the following training within 6 months of becoming a councillor.
  - i. [KALC Standards Conference 2026](#)
  - ii. [Data Protection](#)
  - iii. [Getting the most from Local and Regional Media](#)
  - iv. [Procurement](#)
  - v. [Communicating with Your Community](#)
  - vi. [Recruiting a more diverse pool of Councillors](#)
  - vii. [Emotional Intelligence and Resilience](#)
  - viii. [Chairing Meetings Effectively](#)
  - ix. [Crisis Communications](#)
  - x. [Nuts and Bolts of Parish Councils - For Clerks, Deputy Clerks and Aspiring Clerks](#)
  - xi. [Data Protection for Councillors](#)
  - xii. [KALC Climate Change Conference](#)
  - xiii. [Handling Difficult Situations](#)
  - xiv. [Nuts and Bolts of Parish Councils - for Councillors](#)
  - xv. [The Essentials of being a Good Employer](#)

**LOSPCS25/26 – 18      Governance and Administrative Development**

To receive updates regarding:

- a) Administrative procedures
- b) Governance and compliance improvements

**LOSPCS25/26 – 19      Staffing Matters (Confidential)**

*Under the Public Bodies (Admission to Meetings) Act 1960, to resolve that the press and public be excluded from this item due to the confidential nature of the business to be transacted.*

To consider:

- a) Clerk's salary scale progression (SCP review) following completion of ILCA
- b) Workload review and contracted hours
- c) Contractual matters (if applicable)
- d) RFO salary sacrifice contribution including NI/Tax implications for the Parish Council



**LOSPCS25/26 – 20**

**Recommendations to Full Council**

To consider any recommendations arising from this meeting for submission to Full Council.

**LOSPCS25/26 – 21**

**Correspondence**

To consider any relevant correspondence.

**LOSPCS25/26 – 22**

**Date of Next Staffing Committee Meeting**

To agree the date of the next Staffing Committee meeting and/or next formal appraisal.

**LOSPCS25/26 – 23**

**Closure of Meeting**