

## DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING

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Members of the Staffing Committee are summoned to attend a meeting of the Committee to be held on **Thursday 5<sup>th</sup> March 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW, for the purpose of transacting the business outlined in the agenda below.

Members of the press and public are invited to attend and can access supporting papers by scanning the QR code or visiting our website [www.draytonparishcouncil.gov.uk](http://www.draytonparishcouncil.gov.uk)



*Amy Pinkham*  
Parish Clerk & RFO

*Date of Issue: 26<sup>th</sup> February 2026*

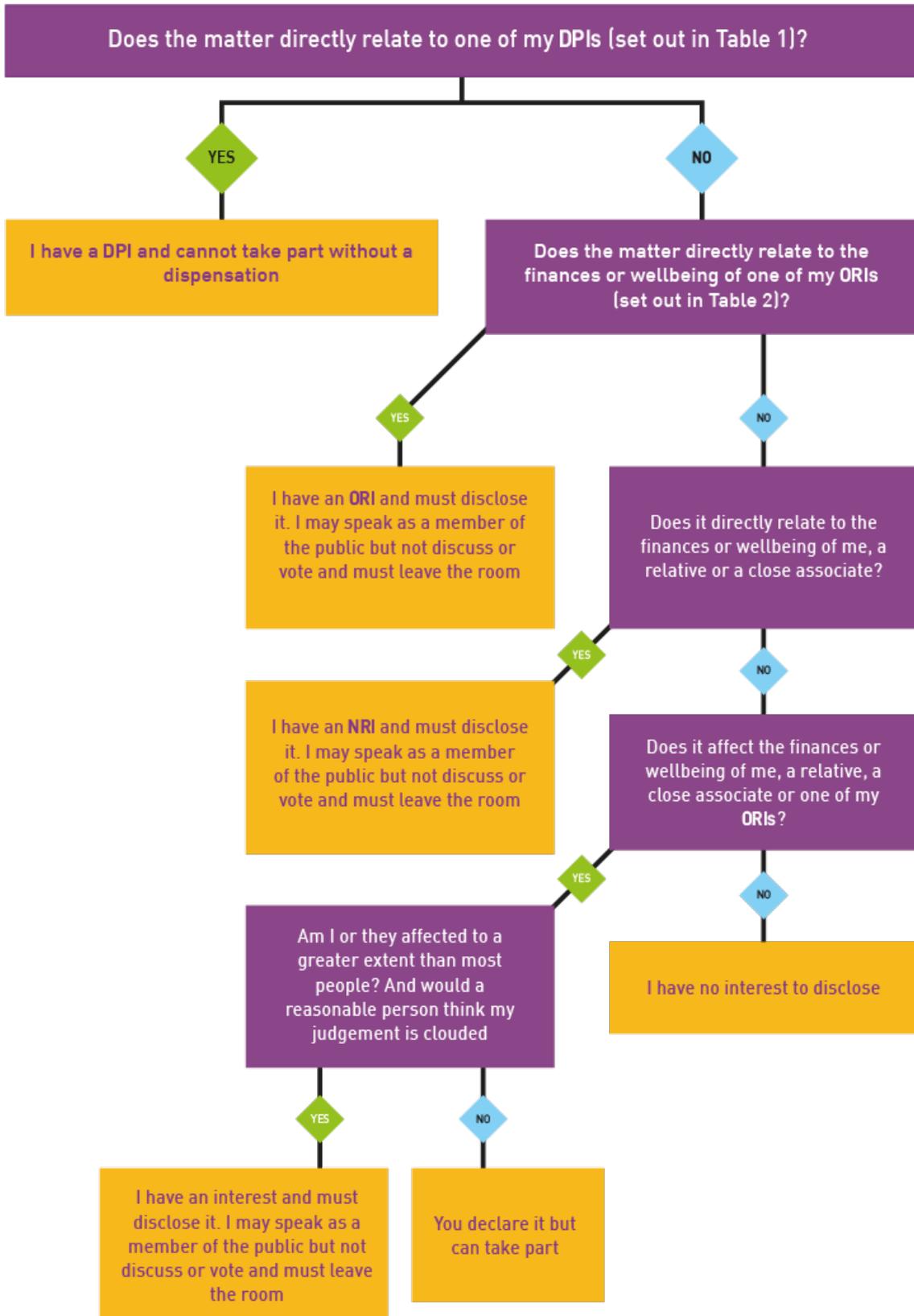
### AGENDA

	<b>Page</b>
1. To receive apologies and consider acceptance for absence.	
2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.	<b>1-4</b>
3. To receive minutes of the meeting of the Staffing Committee held on 20 <sup>th</sup> November 2025 for approval.	<b>5-7</b>
4. To receive any questions or comments from members of the public.	
5. To receive Clerk's Report on Committee matters arising from previous meetings.	<b>8-10</b>
6. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure.	<b>11-13</b>
7. To note confirmation of Employer Pension Rates payable for three years beginning 1 April 2026.	<b>14-17</b>
8. To note termination of contract with Personnel Advice & Solutions Ltd. and consider quotes for HR services.	<b>18-61</b>
9. To note exchange of information.	
10. Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item(s) 11-13.	
11. To receive and agree outcomes from the Parish Ranger's annual appraisal.	<b>62-68</b>
12. To receive update on staff leave of absence and agree cover arrangements.	<b>69-71</b>
13. To receive update on staff Training.	
14. To note the date and time of the next meeting is scheduled to take place on 25 <sup>th</sup> June 2025 at 7pm at KGV.	

**DRAYTON PARISH COUNCIL  
STAFFING COMMITTEE**

<b>Paper</b>	<b>S2: Declarations of Interest.</b>
<b>Meeting</b>	Staffing Committee
<b>Date</b>	5 <sup>th</sup> March 2026
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Declarations of Interests</u></p> <p>All members of parish councils are required by law to register their disclosable pecuniary interests and other registerable interests to avoid conflicts of interests when making decisions.</p> <p>At the start of the meeting, Committee members are given the opportunity to declare any interest in the items on the agenda. However, if you are not aware of a potential interest until you reach an item then you must declare it as soon as it becomes known to you to ensure the council's decision-making process is fair and transparent.</p> <p>Per the Council's adopted Code of Conduct, if an agenda item relates to one of your registered interests, you must not take part in the discussion or vote and must leave the room.</p> <p>You are personally responsible for deciding whether you should declare an interest at a meeting and the attached flowchart is provided to assist you in assessing whether you must declare an interest.</p> <p>If in doubt, you should always seek advice from the monitoring officer at <a href="mailto:monitoringofficer@southnorfolkandbroadland.gov.uk">monitoringofficer@southnorfolkandbroadland.gov.uk</a>. While advice can be given at meetings by the Parish Clerk, seeking advice prior to a meeting is preferable to be sure thorough and informed advice can be given.</p> <p>For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.</p> <p><u>Dispensation Requests</u></p> <p>In certain circumstances you may wish to apply for a dispensation to allow you to take part in Council business where this would otherwise be prohibited because of your disclosed interests.</p> <p>Per section 13 of the Council's adopted Standing Orders, dispensation requests shall be made in writing and submitted to the Parish Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.</p> <p>A decision as to whether to grant a dispensation shall be made by a meeting of the Council for which the dispensation is required and that decision is final.</p> <p>For more information on what to include within a dispensation request and criteria for granting such a request please see section 13 of Drayton Parish Council's Standing Orders available on our website.</p>	
<b>Recommendation</b>	
The Committee is asked to note the paper for information.	

## Interests Flowchart



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> <li>a) any unpaid directorships</li> <li>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</li> <li>c) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) directed to charitable purposes or</li> <li>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management</li> </ul> </li> </ul>
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**DRAYTON PARISH COUNCIL  
STAFFING COMMITTEE**

<b>Paper</b>	<b>S3:</b> To receive minutes for approval.
<b>Meeting</b>	Staffing Committee
<b>Date</b>	5 <sup>th</sup> March 2026
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>Per section 12 of the Council’s adopted Standing Orders, Committee members are asked to confirm by resolution the accuracy of the draft minutes of the previous meeting. The minutes shall be taken as read, and there shall be no discussion except in relation to their accuracy.</p> <p>A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).</p> <p>Confirmed minutes shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.</p> <p><u>For information</u></p> <p>Per section 3t of the Council’s adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:</p> <ol style="list-style-type: none"> <li>i. the time and place of the meeting;</li> <li>ii. the names of councillors who are present and the names of councillors who are absent;</li> <li>iii. interests that have been declared by councillors and non-councillors with voting rights;</li> <li>iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;</li> <li>v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;</li> <li>vi. if there was a public participation session;</li> <li>vii. and the resolutions made.</li> </ol>	
<b>Recommendation</b>	
The Committee is asked to confirm the accuracy of the minutes of the last meeting of the Committee.	

Minutes of the meeting of the Staffing Committee held on **Thursday 20<sup>th</sup> November 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

**Present:** Cllrs. J. Anderson, H. Kisby, N. Quinsey (Chair) and A. Taylor.

**In attendance:** Amy Pinkham; Parish Clerk & RFO, no members of the public present.

**Meeting Opened:** 7:00pm

**1. To receive apologies and consider acceptance for absence.**

None.

**2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation [Pg1-4].**

None.

**3. To receive minutes of the meeting of the Staffing Committee held on 4<sup>th</sup> September 2025 for approval [Pg5-7].**

The minutes were **AGREED** as an accurate record of the meeting subject to amendment to agenda item 7 where the date was changed from “2025-26” to “2026-27”. The minutes and the amendment were signed by the Chair.

**4. To receive any questions or comments from members of the public.**

None.

**5. To receive Clerk’s Report on Committee matters arising from previous meetings [Pg8-10].**

The Committee received the report with no further questions or comments.

**6. To receive statement of receipts and payments to date and explanation of material variances comparing planned and actual expenditure [Pg11-13].**

The Committee received the report with no further questions or comments.

**7. To receive draft budget for 2026-27 and consider recommendation for approval by Council [Pg14-17].**

The Committee **AGREED** to recommend the draft budget as presented for approval by Council subject to inclusion of final Employer National Insurance rates and Pension Contributions.

In relation to the Lone Worker Device, it was noted that the Lone Worker Policy would be updated subject to budget approval by Council.

**8. To consider adoption of Recruitment & Selection Policy for recommendation for approval by Council [Pg18-22].**

The Committee **AGREED** to recommend the Recruitment & Selection Policy as presented for approval by Council subject to the following amendments;

Section 3: To remove Council approval on the recruitment process and documents in line with the staffing Terms of Reference.

Section 4: To remove reference to Council approval on advertisements in line with Staffing Terms of Reference.

Section 4: To replace reference to the use of formal application forms with curriculum vitae and covering letter.

Section 6: To include training may be delivered by Parish Clerk as appropriate.

Section 6: To amend interview panel members to “Chair of the Staffing Committee and two members of the Staffing Committee” and that “the Staffing Committee may resolve who will be appointed if members aren’t available”.

**9. To consider adoption of Equal Opportunities Policy for recommendation for approval by Council [Pg23-26].**

The Committee **AGREED** to recommend the Equal Opportunities Policy as presented for approval by Council.

**10. To note office closure dates for 2025-26 Christmas period [Pg27-28].**

The Committee noted the office closure dates for information.

**11. To note exchange of information.**

None.

**12. Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of items 13 - 17.**

The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of items 13-17.

**13. To receive and agree outcomes from the Parish Clerk's annual appraisal [Pg29-34].**

Parish Clerk left the meeting 7:25pm and returned at 7:32pm.

The Committee **AGREED** the outcomes as presented.

**14. To receive and agree outcomes from the Deputy Clerk & Facilities Manager's annual appraisal [Pg35-45].**

The Committee **AGREED** the outcomes as presented.

**15. To receive Annual Appraisal Report and consider recommendation for presentation to Council [Pg46-49].**

The Committee **AGREED** to circulate the report to Council as presented. It was noted that the item would be considered by Council with the exclusion of the public and press to retain confidentiality and would not be published on the Parish Council website.

**16. To agree arrangements for Staff Training [Pg50-52].**

The Committee **AGREED** arrangements for staff training with details recorded in a separate report. It was noted that the budget would be amended to reflect the change accordingly.

**17. To receive update on staffing matters.**

It was anticipated that a member of staff may require a leave of absence in 2026 for medical reasons for up to 6 weeks. The Staffing Committee would receive a further update in due course and would take necessary action to ensure appropriate cover arrangements as necessary.

**18. To note the date and time of the next meeting is scheduled to take place on Thursday 19<sup>th</sup> February 2026 at 7pm at KGV.**

The Committee **AGREED** to amend the date of the next meeting to Thursday 5<sup>th</sup> March due to staff absence.

**Meeting closed: 8:10pm.**

**DRAYTON PARISH COUNCIL  
STAFFING COMMITTEE**

<b>Paper</b>	<b>S5:</b> To receive the Clerks Report on Committee matters arising from previous meetings.
<b>Meeting</b>	Staffing Committee
<b>Date</b>	5 <sup>th</sup> March 2026
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p>It is considered good practice for the Clerk to maintain a log of matters arising from previous meetings to ensure actions progress as resolved and in a timely manner.</p> <p>Matters arising shall include a record of the following:</p> <ol style="list-style-type: none"><li>1. The meeting date</li><li>2. The minute reference</li><li>3. The agenda item</li><li>4. The resolution</li><li>5. Status update</li></ol> <p>The Clerks Report on Committee matters arising from previous meetings is intended as a verbal update on progress only or to note the completion of an action for information. It is not intended for detailed discussion or decision.</p> <p>If the item requires a substantial paper for discussion and decision by the Committee the item will appear under its own agenda item.</p> <p>Matters arising from previous meetings will continue to appear under matters arising until such a time that the item is complete where it will then be removed from the report.</p>	
<b>Recommendation</b>	
The Committee is asked to receive the report for information.	

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
20/11/2025	3	To receive minutes of the meeting of the Staffing Committee held on 4th September 2025 for approval	The minutes were <b>AGREED</b> as an accurate record of the meeting subject to amendment to agenda item 7 where the date was changed from “2025-26” to “2026-27”. The minutes and the amendment were signed by the Chair.	<b>Complete:</b> Minutes amended and uploaded on the Council website.
20/11/2025	7	To receive draft budget for 2026-27 and consider recommendation for approval by Council	The Committee <b>AGREED</b> to recommend the draft budget as presented for approval by Council subject to inclusion of final Employer National Insurance rates and Pension Contributions. In relation to the Lone Worker Device, it was noted that the Lone Worker Policy would be updated subject to budget approval by Council.	<b>Ongoing:</b> Budget presented and approved by Council at January 2026 meeting. Lone Worker Risk Assessment updated to reflect use of Lone Worker Device. Device subscription to be confirmed.
20/11/2025	8	To consider adoption of Recruitment & Selection Policy for recommendation for approval by Council	The Committee <b>AGREED</b> to recommend the Recruitment & Selection Policy as presented for approval by Council subject to the following amendments; Section 3: To remove Council approval on the recruitment process and documents in line with the staffing Terms of Reference. Section 4: To remove reference to Council approval on advertisements in line with Staffing Terms of Reference. Section 4: To replace reference to the use of formal application forms with curriculum vitae and covering letter. Section 6: To include training may be delivered by Parish Clerk as appropriate. Section 6: To amend interview panel members to “Chair of the Staffing Committee and two members of the Staffing Committee” and that “the Staffing Committee may resolve who will be appointed if members aren’t available”.	<b>Complete:</b> Policy amended and approved by Council at December 2025 meeting and published on Parish Council website.
20/11/2025	9	To consider adoption of Equal Opportunities Policy for recommendation for approval by Council	The Committee <b>AGREED</b> to recommend the Equal Opportunities Policy as presented for approval by Council.	<b>Complete:</b> Policy approved at December 2025 meeting and published on Parish Council website.
20/11/2025	13	To receive and agree outcomes from the Parish Clerk’s annual appraisal	The Committee <b>AGREED</b> the outcomes as presented.	<b>Complete:</b> Signed and filed for monitoring status of agreed actions.
20/11/2025	14	To receive and agree outcomes from the Deputy Clerk & Facilities Manager’s annual appraisal	The Committee <b>AGREED</b> the outcomes as presented.	<b>Complete:</b> Signed and filed for monitoring status of agreed actions.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
20/11/2025	15	To receive Annual Appraisal Report and consider recommendation for presentation to Council	The Committee <b>AGREED</b> to circulate the report to Council as presented. It was noted that the item would be considered by Council with the exclusion of the public and press to retain confidentiality and would not be published on the Parish Council website.	<b>Complete:</b> Report received by Council at December 2025 meeting.
20/11/2025	16	To agree arrangements for Staff Training	The Committee <b>AGREED</b> arrangements for staff training with details recorded in a separate report.	<b>Complete:</b> Update on training provided under item 13 of the March 2026 agenda.

**DRAYTON PARISH COUNCIL  
STAFFING COMMITTEE**

<b>Paper</b>	<b>S6:</b> To receive quarterly budget report and explanation of variance.
<b>Meeting</b>	Staffing Committee
<b>Date</b>	5 <sup>th</sup> March 2026
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>Quarterly Budget reports within Scribe Accounts are a key financial reporting feature. The report adjusts the annual budget according to routine payments and planned activity throughout the year, producing an accurate comparison between budgeted and actual expenditure per quarter.</p> <p>Quarterly budget reports are presented as a standing item for all Committees to promote informed decision-making and enhanced financial transparency.</p> <p>In addition, per 1.8 of the Council’s Internal Controls, the Finance &amp; General Purposes Committee receives quarterly budget reports for all Committees of the Council with the aim of:</p> <ul style="list-style-type: none"> <li>• Monitoring financial performance against the budget, helping to identify potential issues or inefficiencies throughout the year</li> <li>• Refining budgeting and forecasting processes over time</li> <li>• Gaining an informed understanding of financial performance as affected by various factors</li> <li>• Creating more accurate and flexible budgets that better anticipate Council’s future needs and adapt to different circumstances</li> <li>• Streamlining variance reporting required for Year-End</li> </ul> <p>Any recommendations for corrective action are presented to Council for approval as necessary.</p> <p><u>Recommendation</u></p> <p>The budget report for Q3 was considered at the February 2026 meeting of the Finance &amp; General Purposes Committee with no recommendations for action.</p>	
<b>Recommendation</b>	
The Committee is asked to receive the Quarterly Budget Report and explanation of variance for information.	

Explanation of Material Variances: Accumulative to end of Q3							
Ref.	Cost Centre	Quarter	Budgeted	Actual	Variance	Explanation Required	Comment
6	Staffing	Q2	£58,728.36	£56,571.86	3%	N	
		Q3	£87,867.54	£84,844.79	3%	N	

**Drayton Parish Council - Quarter 3**  
**(01/10/2025 to 31/12/2025 - Cost Centre 30)**

	3rd Quarter						Accumulative to end of 3rd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
<b>6. Staffing</b>												
61 Salaries			(N/A)	20,765.17	20,241.78	523.39(2%)			(N/A)	62,295.51	60,725.34	1,570.17(2%)
65 Employer Pension Contributions			(N/A)	4,672.16	4,554.42	117.74(2%)			(N/A)	14,016.48	13,663.29	353.19(2%)
68 Staff Training & Development			(N/A)	112.50		112.50(N/A)			(N/A)	787.50	35.00	752.50(95%)
69 Recruitment			(N/A)			(N/A)			(N/A)			(N/A)
601 Expenses/Mileage			(N/A)	722.07	703.44	18.63(2%)			(N/A)	2,166.21	2,101.25	64.96(3%)
602 Consultancy Services			(N/A)	315.00	300.00	15.00(4%)			(N/A)	945.00	900.00	45.00(4%)
8529 Locum Clerk Services			(N/A)			(N/A)			(N/A)			(N/A)
8531 Employer NI Contributions			(N/A)	2,552.28	2,473.29	78.99(3%)			(N/A)	7,656.84	7,419.91	236.93(3%)
<b>Sub Total for 6. Staffing</b>			<b>(N/A)</b>	<b>29,139.18</b>	<b>28,272.93</b>	<b>866.25(2%)</b>			<b>(N/A)</b>	<b>87,867.54</b>	<b>84,844.79</b>	<b>3,022.75(3%)</b>
<b>TOTALS.....</b>			<b>(N/A)</b>	<b>29,139.18</b>	<b>28,272.93</b>	<b>866.25(2%)</b>			<b>(N/A)</b>	<b>87,867.54</b>	<b>84,844.79</b>	<b>3,022.75(-191%)</b>
			<b>NET Variance Quarter 3 .....</b>			<b>866.25</b>			<b>NET accumulative variance to END of Quarter 3.....</b>			<b>3,022.75</b>

**DRAYTON PARISH COUNCIL  
STAFFING COMMITTEE**

<b>Paper</b>	<b>S7: Employer Pension Rates</b>
<b>Meeting</b>	Staffing Committee
<b>Date</b>	5 <sup>th</sup> March 2026
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>The Parish Council is a participating employer in the Local Government Pension Scheme (LGPS), administered by the Norfolk Pension Fund. Employer contribution rates are reviewed periodically following actuarial valuation and are set for a fixed period.</p> <p>The Fund has now issued notification of the employer contribution rates applicable to the Parish Council for the three-year period beginning 1 April 2026.</p>	
<p><u>Employer Contribution Rates</u></p> <p>On 10<sup>th</sup> February 2026, Council received confirmation of the Employer rates payable for three years beginning 1 April 2026.</p> <p>The confirmation letter is attached for information and was signed on 24<sup>th</sup> February 2026 acknowledging receipt of the new rates.</p>	
<p><u>Financial Implications</u></p> <p>The rates align with those estimated as part of the 2026-27 budget and no further action is required.</p>	
<b>Recommendation</b>	
The Committee is asked to note confirmation of Employer Pension Rates for information.	

Drayton Parish Council  
Amy Pinkham  
Parish Clerk & RFO  
Parish Office  
King George V Playing Fields  
Drayton High Road  
Drayton  
NR8 6AW

Please contact **Alex Younger**  
Telephone **01603 222995**  
Email **alexander.younger@norfolk.gov.uk**  
Our ref: **2025 Val**

10 February 2026

Dear Amy

**Norfolk Pension Fund  
Drayton Parish Council**

I am writing as part of the Triennial Valuation of the pension fund as of 31 March 2025. This Valuation sets the rates payable by employers for the three years beginning 1 April 2026.

**Your Employer Contribution Rate**

You are covered by the employer contribution rate stabilisation mechanism that is described in the Funding Strategy Statement. The application of the mechanism for the 2025 Valuation has resulted in an immediate reduction in your employer contributions by **3%** of pensionable pay.

Your contribution rate for the next three years is:

	Contribution Rate
1 April 2026 to 31 March 2027	19.5%
1 April 2027 to 31 March 2028	19.5%
1 April 2028 to 31 March 2029	19.5%

We have previously issued your results schedule, covering notes and Funding Strategy Statement consultation draft, which summarise how your employer contributions rates are calculated.

The Actuary will certify these as the minimum rates payable for the period. The rates will be applied from 1 April 2026 until 31 March 2029, unless material

events occur affecting either the fund as a whole, or your specific section within the fund. In this event, the governing regulations permit the Actuary to certify a revised rate where he believes this to be appropriate.

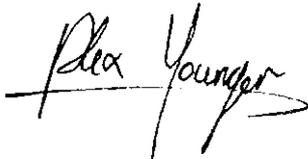
The actuary's calculations are based on the member data you supply to us. If you believe there are any discrepancies in the data, please let us know as soon as possible as this may affect the results. If you have any queries regarding these results, please do not hesitate to contact us.

### **Next Steps**

Please sign and return the attached slip acknowledging your receipt of the new rates to [sam.ayling@norfolk.gov.uk](mailto:sam.ayling@norfolk.gov.uk) by **10<sup>th</sup> March 2026**.

The Actuary will formally sign-off the valuation by 31 March 2026. The final report will be published on our website after this date. If you would like to receive a hard copy of the document, please contact us and we will be happy to provide it. If you have any queries, please do not hesitate to contact either myself or any member of the pension team, who will be happy to assist.

Yours sincerely,

A handwritten signature in black ink that reads "Alex Younger". The signature is written in a cursive style with a long horizontal stroke at the end.

**Alex Younger**  
Head of Funding and Investment

Sam Ayling  
Norfolk Pension Fund  
County Hall  
Martineau Lane  
NORWICH  
NR1 2DH

Drayton Parish Council  
Amy Pinkham  
Parish Clerk & RFO  
Parish Office  
King George V Playing Fields  
Drayton High Road  
Drayton  
NR8 6AW

Our ref: 2025 Val

**Norfolk Pension Fund**  
Drayton Parish Council

I confirm receipt of your letter dated 10th February 2026 and acknowledge the employer's contribution rate for the next three years will be:

	Contribution Rate
1 April 2026 to 31 March 2027	19.5%
1 April 2027 to 31 March 2028	19.5%
1 April 2028 to 31 March 2029	19.5%

Signed 

Name AMY PINKHAM

Title PARISH CLERK

Date 24/02/2026

**DRAYTON PARISH COUNCIL  
STAFFING COMMITTEE**

<b>Paper</b>	<b>S8: HR Services</b>													
<b>Meeting</b>	Staffing Committee													
<b>Date</b>	5 <sup>th</sup> March 2026													
<b>Author</b>	Parish Clerk & RFO													
<b>Summary</b>														
<p><u>Background</u></p> <p>Drayton Parish Council currently retains Personnel Advice &amp; Solutions Ltd. to provide HR advice and support.</p> <p>On 5<sup>th</sup> February 2026, Council received written notice from Personnel Advice &amp; Solutions Ltd. to terminate their contract with the Council. In accordance with the terms of the agreement, the notice period will conclude on 31<sup>st</sup> March 2026 at which point the contract will end.</p> <p><u>Recommendation</u></p> <p>To ensure continuity of HR provision following the termination of the current contract, quotations have been sought from alternative providers offering comparable services suitable for Parish Councils.</p> <p>The table below summarises the quotes received excluding VAT for retained HR services with full details attached for consideration by the Committee. For reference the rate for the current provider is £1,200 pa.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #d9ead3;">Provider</th> <th style="background-color: #d9ead3;">3-year Term</th> <th style="background-color: #d9ead3;">5-year Term</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>£1,600.00 pa</td> <td>£1,300.00 pa</td> </tr> <tr> <td>B</td> <td>£2,200.00 pa</td> <td>£1,875.00 pa</td> </tr> <tr> <td>C</td> <td>£2,031.60 pa</td> <td>£1,596.00 pa</td> </tr> </tbody> </table> <p><u>Considerations</u></p> <p>Per section 5 of the Council’s Financial Regulations, contracts may not be split to avoid compliance with internal procurement regulations. Specifically, where contracts with a value exceeding £7,500, expenditure must be approved by Council.</p> <p><u>For Information</u></p> <p>Please note, supporting papers have been redacted from the published versions due to the confidential nature of the business to be transacted.</p>			Provider	3-year Term	5-year Term	A	£1,600.00 pa	£1,300.00 pa	B	£2,200.00 pa	£1,875.00 pa	C	£2,031.60 pa	£1,596.00 pa
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The Committee is asked to consider quotes provided for HR services.														

**DRAYTON PARISH COUNCIL  
STAFFING COMMITTEE**

<b>Paper</b>	<b>S11:</b> Parish Ranger annual appraisal.
<b>Meeting</b>	Staffing Committee
<b>Date</b>	5 <sup>th</sup> March 2026
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>Per the Staffing Committee’s Terms of Reference, the Committee oversees the annual staff appraisal process for all staff.</p> <p>In line with the Council’s Appraisal Policy, the annual appraisal for the Parish Ranger was carried out by the Parish Clerk and is attached for reference.</p> <p><u>Considerations</u></p> <p>Under the current Staffing Terms of Reference, any recommendations regarding remuneration or terms and conditions of appointment is a matter reserved for Council.</p> <p>The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.</p> <p><u>For information</u></p> <p>Please note, supporting papers have been redacted from the published papers due to the confidential nature of the business to be transacted.</p>	
<b>Recommendation</b>	
<p>The Committee is asked to receive the Parish Ranger appraisal and agree the outcomes and any recommendations for action.</p>	

**DRAYTON PARISH COUNCIL  
STAFFING COMMITTEE**

<b>Paper</b>	<b>S12: Staff leave of absence</b>
<b>Meeting</b>	Staffing Committee
<b>Date</b>	5 <sup>th</sup> March 2026
<b>Author</b>	Parish Clerk & RFO
<b>Summary</b>	
<p><u>Background</u></p> <p>At the November 2025 meeting, the Staffing Committee was notified of a member of staff's planned period of absence for up to 6 weeks for medical reasons.</p> <p>In line with the Council's adopted sickness absence policy, the attached paper provides an update on the planned period of absence and proposed arrangements for:</p> <ul style="list-style-type: none"><li>• Notification and certification of absence</li><li>• Cover for essential tasks</li><li>• Return to work</li></ul> <p><u>For information</u></p> <p>Please note, supporting papers have been redacted from the published papers due to the confidential nature of the business to be transacted.</p>	
<b>Recommendation</b>	
The Committee is asked to note the update and agree arrangements for absence.	