DRAYTON PARISH COUNCIL
STAFFING COMMITTEE MEETING

Members of the Staffing Committee are summoned to attend a meeting of the Committee to be held on **Thursday 3rd December 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

Amy Pinkham
Parish Clerk & RFO

Date of Issue: 26th November 2026

AGENDA

		Page
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.	**1-4**
3.	To receive minutes of the meeting of the Staffing Committee held on 25th June 2026 for approval.	**5-7**
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.	**8-9**
6.	To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for Q2.	**10-11**
7.	To consider draft Staffing budget for 2027-28 for recommendation for approval by Council.	**12-15**
8.	To note outcome of Local Government Services Pay Agreement for 2026-27.	**16-22**
9.	To note annual review of employment arrangements for all staff.	**23**
10.	To note re-enrolment duties and confirm deadline for re-declaration of compliance.	**24**
11.	To note office closure dates for 2027-28 Christmas Period.	**25-26**
12.	To note exchange of information.	
13.	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) 14 - 16.	
14.	To receive update on staff leave of absence.	
15.	To receive update on staff training.	
16.	To receive update on staff capacity.	
17.	To note the date and time of the next meeting is scheduled to take place on 25th February 2027 at 7pm at KGV.	

Committee Members: Cllrs. J. Anderson, H. Kisby, N. Quinsey (Chair), A. Taylor.

Paper	**S2:** Declarations of Interest.
Meeting	Staffing Committee
Date	3rd December 2026
Author	Parish Clerk & RFO

Summary

Declarations of Interests

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.

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.

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.

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.

If in doubt, you should always seek advice from the monitoring officer at monitoringofficer@southnorfolkandbroadland.gov.uk. 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.

For more detailed information, please see section 9 of Drayton Parish Council's adopted Code of Conduct available on our website.

Dispensation Requests

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.

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.

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.

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.

Recommendation

The Committee is asked to note the paper for information.

Interests Flowchart

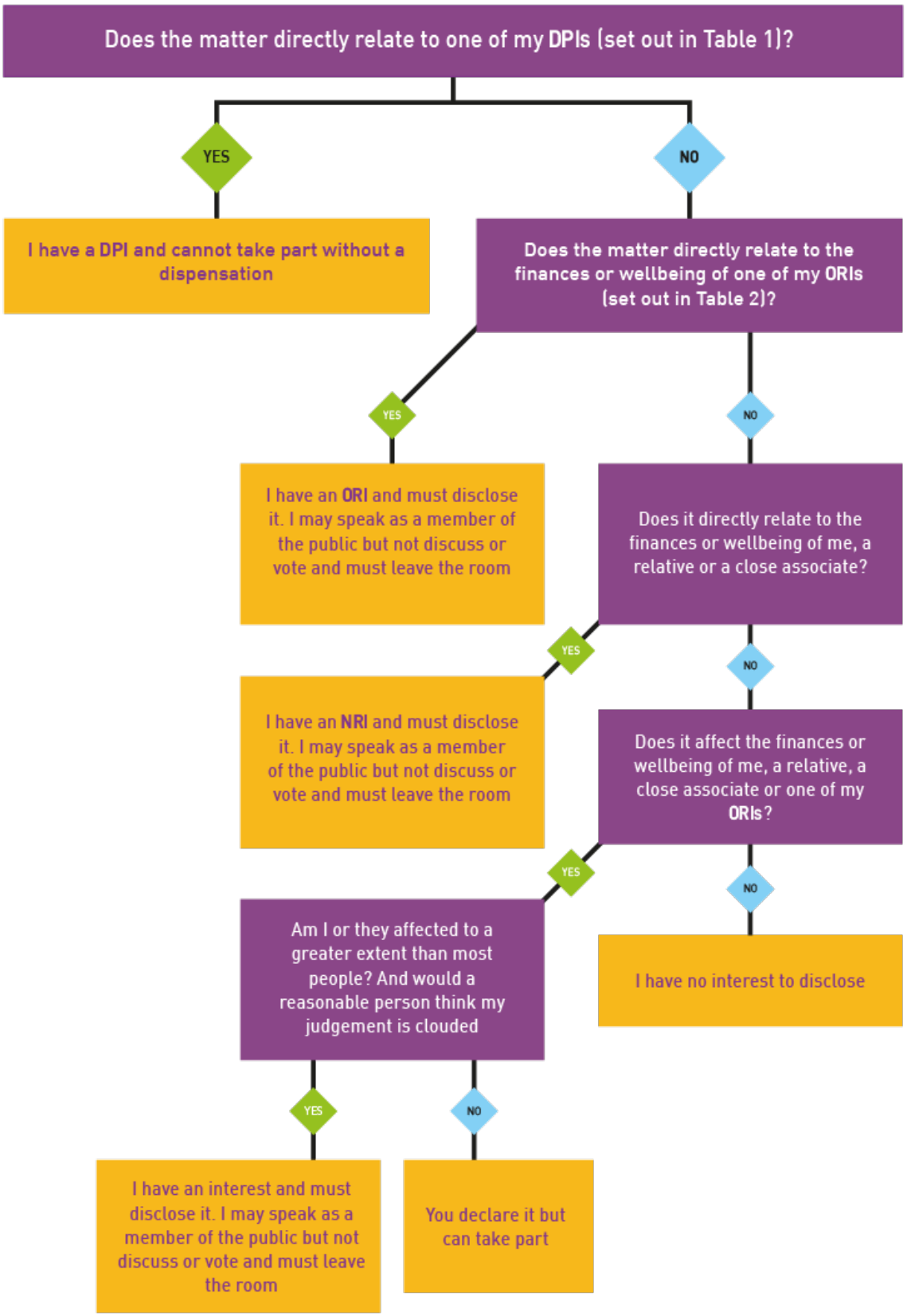

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	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.
Contracts	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
Land and Property	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.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	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.
Securities	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

You must register as an Other Registerable Interest :

a) any unpaid directorships

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

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(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

Paper	**S3:** To receive minutes for approval.
Meeting	Staffing Committee
Date	3rd December 2026
Author	Parish Clerk & RFO

Summary

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.

A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

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.

For information

Per section 3t of the Council's adopted Standing Orders, the minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;
ii. the names of councillors who are present and the names of councillors who are absent;
iii. interests that have been declared by councillors and non-councillors with voting rights;
iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
vi. if there was a public participation session;
vii. and the resolutions made.

Recommendation

The Committee is asked to confirm the accuracy of the minutes of the last meeting of the Committee.

Minutes of the Staffing Committee held on **Thursday 25th June 2026, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

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

In attendance: Rachel Catto; Deputy Clerk & Facilities Manager, 1 member of the public present.

Meeting Opened: 7:25pm

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 5th March 2026 for approval [Pg5-7].**

   The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair.

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

   Cllr. Crotch noted his appreciation for the hard work undertaken by office staff to progress the KGV project. He raised whether the Council should consider the capacity of current staff to manage existing workloads, whilst maintaining progress on other projects, and emphasised the importance of ensuring that staff were adequately supported.
   Standing Orders suspended to enable open discussion: 7:27pm
   It was noted that the Events Group had also discussed expanding its current programme of activities and increasing community engagement; however, existing staff did not have the capacity to undertake additional work associated with these projects. It was suggested that an item be included on the agenda for the next meeting of the Staffing Committee to review office capacity.
   Standing Orders reinstated 7:30pm

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 and explanation of material variances comparing planned and actual expenditure for Q4 [Pg11-13].**

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

7. **To receive Staffing Committee agenda schedule for information [Pg14-15].**

   The Committee received the Agenda Schedule with no further questions or comments.

8. **To note update regarding HMRC Mileage rates [Pg16].**

   The Committee noted the updated with no further questions or comments.

9. **To note update from HR consultant Council HR and Governance Support following introductory meeting.**

DRAFT

It was noted that an introductory meeting had taken place on 31st March 2026. Council HR and Governance Support (CHRGS) confirmed receipt and review of all employment contracts with no recommendations for amendment at this time. It was further noted that CHRGS would share updated policies and a Staff Handbook in due course for review and adoption by Council.

10. **To consider proposal for new projects for the following financial year [Pg17-19].**

    The Committee noted the outlined budget proposals and supported their inclusion in the forthcoming financial period.
    The Committee discussed staff resource allocation in relation to the delivery of community events and noted that the matter would be considered further by the Community Events Group at its meeting on 15th July 2026. The Committee also discussed the impact of the KGV project on staff capacity.
    The Committee **AGREED** that feedback should be sought from staff regarding workload, working hours, and capacity as part of the mid-year appraisal process for consideration as part of the office capacity agenda item at the next meeting.

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 item(s) 13 and 14.**

    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 and 14.

13. **To receive update on staff leave of absence.**

    The Committee noted the update with no further questions or comments.

14. **To receive update on staff training.**

    The Committee noted the update with no further questions or comments.

15. **To note the date and time of the next meeting is scheduled to take place on Thursday 22nd October 2026 at 7pm at KGV.**

    Noted.

Meeting closed: 7:41pm

DRAFT

Paper	**S5:** To receive the Clerks Report on Committee matters arising from previous meetings.
Meeting	Staffing Committee
Date	3rd December 2026
Author	Parish Clerk & RFO

Summary

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.

Matters arising shall include a record of the following:

1. The meeting date
2. The minute reference
3. The agenda item
4. The resolution
5. Status update

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.

If the item requires a substantial paper for discussion and decision by the Committee the item will appear under its own agenda item.

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.

Recommendation

The Committee is asked to receive the report for information.

Meeting Date	Minute Ref.	Agenda Item	Resolution	Status Update
05/03/2026	12	To receive update on staff leave of absence and agree cover arrangements	The Committee received the update and **AGREED** the cover arrangements as presented including delegating authority to the Parish Clerk to engage temporary cover for the period of absence in line with the Committees Terms of Reference.	**Complete:** Notification of absence received and temporary cover engaged and concluded. Update provided under item 14.
25/06/2026	3	To receive minutes of the meeting of the Staffing Committee held on 5th March 2026 for approval	The minutes were **AGREED** as an accurate record of the meeting and signed by the Chair.	**Complete:** minutes uploaded to Parish Council website.
25/06/2026	10	To consider proposal for new projects for the following financial year	The Committee noted the outlined budget proposals and **AGREED** their inclusion in the forthcoming financial period.	**Complete:** Budget proposal presented under item 7 of the agenda.
25/06/2026	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 item(s) 13 and 14.	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 and 14.	**Complete:** No further action required.

Paper	**S6:** To receive quarterly budget report and explanation of variance.
Meeting	Staffing Committee
Date	3rd December 2026
Author	Parish Clerk & RFO

Summary

Background

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.

Quarterly budget reports are presented as a standing item for all Committees to promote informed decision-making and enhanced financial transparency.

In addition, per 1.8 of the Council's Internal Controls, the Finance & General Purposes Committee receives quarterly budget reports for all Committees of the Council with the aim of:

- Monitoring financial performance against the budget, helping to identify potential issues or inefficiencies throughout the year
- Refining budgeting and forecasting processes over time
- Gaining an informed understanding of financial performance as affected by various factors
- Creating more accurate and flexible budgets that better anticipate Council's future needs and adapt to different circumstances
- Streamlining variance reporting required for Year-End

Any recommendations for corrective action are presented to Council for approval as necessary.

Recommendation

The budget report for Q2 was considered at the 29th October 2026 meeting of the Finance & General Purposes Committee with no recommendations for action.

Explanation of Material Variances: Accumulative to End of Q2

Ref.	Cost Centre	Quarter	Budgeted	Actual	Variance	Explanation Required	Comment
6	Staffing	Q2	£61,384.34	£58,221.78	5%	N	

Recommendation

The Committee is asked to receive the Quarterly Budget Report and explanation of variance for information.

Drayton Parish Council - Quarter 2

(01/07/2026 to 30/09/2026 - Cost Centre 30)

	2nd Quarter						Accumulative to end of 2nd 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
6. Staffing												
61 Salaries			(N/A)	21,392.45	21,588.06	-195.61(-0%)			(N/A)	42,784.90	41,829.84	955.06(2%)
65 Employer Pension Contributions			(N/A)	4,171.53	4,209.71	-38.18(-0%)			(N/A)	8,343.06	8,156.90	186.16(2%)
68 Staff Training & Development			(N/A)	75.00	60.00	15.00(20%)			(N/A)	947.00	60.00	887.00(93%)
69 Recruitment			(N/A)			(N/A)			(N/A)			(N/A)
601 Expenses/Mileage			(N/A)	795.82	763.47	32.35(4%)			(N/A)	1,691.64	1,726.51	-34.87(-2%)
602 Consultancy Services			(N/A)			(N/A)			(N/A)	1,200.00	1,300.00	-100.00(-8%)
8529 Locum Clerk Services			(N/A)			(N/A)			(N/A)			(N/A)
8531 Employer NI Contributions			(N/A)	3,208.87	2,675.24	533.63(16%)			(N/A)	6,417.74	5,148.53	1,269.21(19%)
Sub Total for 6. Staffing			**(N/A)**	**29,643.67**	**29,296.48**	**347.19(1%)**			**(N/A)**	**61,384.34**	**58,221.78**	**3,162.56(5%)**
TOTALS.....			**(N/A)**	**29,643.67**	**29,296.48**	**347.19(1%)**			**(N/A)**	**61,384.34**	**58,221.78**	**3,162.56(-96%)**

NET Variance Quarter 2 ..... **347.19**

NET accumulative variance to END of Quarter 2..... **3,162.56**

Paper	**S7:** To consider draft budget for 2027-28 and make recommendations for amendment.
Meeting	Staffing Committee
Date	3rd December 2026
Author	Parish Clerk & RFO

Summary

Background

Per section 4 of the Council's adopted Financial Regulations, the Committee will consider a draft budget prepared by the Responsible Financial Officer.

The Committee may make recommendations for amendment prior to presentation for approval by Council at its annual budget meeting scheduled for 17th December 2026.

Recommendation

The Committee is asked to consider the draft budget for amendment and recommendation for approval by Council at the annual budget meeting.

6. STAFFING EXPENDITURE								
ID#	Cost Code	2025-26 Budget	2025-26 Actual	2026-27 Budget	Apr - Sep Actual	Year End Forecast	2027-28 Budget	% +/- from Budget
61	Salaries	£83,060.67	£80,967.12	£85,569.80	£41,829.84	£83,659.68	£89,302.19	
8531	Employer NI Contributions	£10,209.10	£9,893.20	£12,835.47	£5,148.53	£10,297.06	£11,145.33	
65	Employer Pension Contributions	£18,688.65	£18,217.71	£16,686.11	£8,156.90	£16,313.80	£17,413.93	
68	Staff Training & Development	£900.00	£655.00	£1,097.00	£60.00	£300.00	£1,235.00	
69	Recruitment	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
601	Expenses/Milegage	£2,888.27	£2,797.99	£3,283.27	£1,726.51	£3,295.11	£3,283.27	
602	Consultancy Services	£1,260.00	£1,200.00	£1,200.00	£1,300.00	£1,300.00	£1,300.00	
8529	Locum Clerk Services	£0.00	£0.00	£0.00	£0.00	£1,094.40	£0.00	
	SUB TOTAL EXPENDITURE	**£117,006.69**	**£113,731.02**	**£120,671.65**	**£58,221.78**	**£116,260.05**	**£123,679.72**	2.49%

61	Salaries	Draft Budget	Budget Notes
	Salaries for all staff	£89,302.19	Gross salary including net pay, employee tax, NI & pension.
	Sub Total	**£89,302.19**	

63	Employer NI Contributions	Draft Budget	Budget Notes
	ER for all staff	£11,145.33	Employer NI Contribution rate caluclated at 15%
	Sub Total	**£11,145.33**	

65	Employer Pension Contributions	Draft Budget	Budget Notes
	ER for all staff	£17,413.93	3-year employer pension contribution rate for 26-29 confirmed at 19.5% by the Norfolk Pension Fund.
	Sub Total	**£17,413.93**	

68	Staff Training & Development	Draft Budget	Budget Notes
	CILCA	£935.00	Qualification registration fee and training for Staff.
	Training Courses/Conferences	£300.00	Allocated approximately 6 sessions for the year.
	Sub Total	**£1,235.00**	

69	Recruitment	Draft Budget	Budget Notes
	Recruitment	£0.00	No planned recruiTment foreseen for 2027-28.
	Sub Total	**£0.00**	

601	Expenses/Mileage	Draft Budget	Budget Notes
	Staff Mileage	£1,080.00	Budget based on average previous claims @ HMRC mileage rate of 0.45p per mile
	Essential Car Allowance	£1,808.27	Budget based on Green Book Terms, pro-rata.
	Personal Protective Equipment	£100.00	PPE for Staff.
	Lone Worker Device	£295.00	Annual subscription fee.
	Sub Total	**£3,283.27**	

602	Consultancy Services	Draft Budget	Budget Notes
	HR Consultancy	£1,300.00	Council HR & Governance Support (CHRGS).

Sub Total	**£1,300.00**	

8529	Locum Clerk Services	Draft Budget	Budget Notes
	Locum Clerk Services	£0.00	To be paid by General Fund as and when required.
	Sub Total	**£0.00**	

Total Draft Budget	**£123,679.72**

Paper	**S8:** Local Government Services Pay Agreement 2026-27
Meeting	Staffing Committee
Date	3rd December 2026
Author	Parish Clerk & RFO

Summary

Background

The National Joint Council (NJC) for Local Government Services has confirmed that agreement has been reached on the 26-27 pay award for local government employees.

The settlement provides for a 3.3% increase in pay rate and allowances with effect from 1st April 2026.

For more information, please see the Advice Note published by the National Association of Local Councils (NALC) using the link below:

https://www.nalc.gov.uk/resource/nalc-publishes-updated-local-government-pay-scales-for-2026-27.html

To note

The updated rates of pay are attached for reference and this report confirms that:

- The Council's payroll provider has been notified of the pay award accordingly, and;
- The rates have been applied retrospectively from 1st April 2026 for all staff.

There are no employees who have left employment since 1st April 2026 requiring the new rates to be applied retrospectively.

Per Staffing Committee Terms of Reference, employment contracts have been updated to reflect the revised hourly rates.

Recommendation

The Committee is asked to note the update for information.

nalc
National Association of Local Councils

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk

25 AUGUST 2026

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2026/27

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2026 to 31 March 2027. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2026. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2026 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2026.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

These hourly rates do not now differ from those published by NJC for principal authorities as the calculation bases are in agreement. The NJC resolved to delete SCP 1 with effect from 1 April 2023, and the NJC has resolved to delete SCP 2 with effect from 1 April 2026.

* Hourly rate

	1 April 2025		1 April 2026		Scale ranges
SCP	**£ per annum**	*** £ per hour**	**£ per annum**	*** £ per hour**	**Based on SCP**
1	Deleted with effect from 1 April 2023				Below LC Scale (for staff other than clerks)
2	£24,413	£12.65	Deleted with effect from 1 April 2026		Below LC Scale (for staff other than clerks)
3	£24,796	£12.85	£25,614	£13.28	Below LC Scale (for staff other than clerks)

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk

4	£25,185	£13.05	£26,016	£13.48	Below LC Scale (for staff other than clerks)
5	£25,583	£13.26	£26,427	£13.70	Below LC Scale (for staff other than clerks)
5	£25,583	£13.26	£26,427	£13.70	LC1 (below substantive range)
6	£25,989	£13.47	£26,847	£13.92	LC1 (below substantive range)
7	£26,403	£13.69	£27,274	£14.14	LC1 (substantive benchmark range)
8	£26,824	£13.90	£27,709	£14.36	LC1 (substantive benchmark range)
9	£27,254	£14.13	£28,153	£14.59	LC1 (substantive benchmark range)
10	£27,694	£14.35	£28,608	£14.83	LC1 (substantive benchmark range)
11	£28,142	£14.59	£29,071	£15.07	LC1 (substantive benchmark range)
12	£28,598	£14.82	£29,542	£15.31	LC1 (substantive benchmark range)
13	£29,064	£15.06	£30,023	£15.56	LC1 (above substantive range)
14	£29,540	£15.31	£30,515	£15.82	LC1 (above substantive range)
15	£30,024	£15.56	£31,015	£16.08	LC1 (above substantive range)

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk

16	£30,518	£15.82	£31,525	£16.34	LC1 (above substantive range)
17	£31,022	£16.08	£32,046	£16.61	LC1 (above substantive range)
18	£31,537	£16.35	£32,578	£16.89	LC2 (below substantive range)
19	£32,061	£16.62	£33,119	£17.17	LC2 (below substantive range)
20	£32,597	£16.90	£33,673	£17.45	LC2 (below substantive range)
21	£33,143	£17.18	£34,237	£17.75	LC2 (below substantive range)
22	£33,699	£17.47	£34,811	£18.04	LC2 (below substantive range)
23	£34,434	£17.85	£35,570	£18.44	LC2 (below substantive range)
24	£35,412	£18.35	£36,581	£18.96	LC2 (substantive benchmark range)
25	£36,363	£18.85	£37,563	£19.47	LC2 (substantive benchmark range)
26	£37,280	£19.32	£38,510	£19.96	LC2 (substantive benchmark range)
27	£38,220	£19.81	£39,481	£20.46	LC2 (substantive benchmark range)
28	£39,152	£20.29	£40,444	£20.96	LC2 (substantive benchmark range)

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk

29	£39,862	£20.66	£41,177	£21.34	LC2 (above substantive benchmark range)
30	£40,777	£21.14	£42,123	£21.83	LC2 (above substantive benchmark range)
31	£41,771	£21.65	£43,149	£22.37	LC2 (above substantive benchmark range)
32	£42,839	£22.20	£44,253	£22.94	LC2 (above substantive benchmark range)
33	£44,075	£22.85	£45,529	£23.60	LC3 (below substantive range)
34	£45,091	£23.37	£46,579	£24.14	LC3 (below substantive range)
35	£46,142	£23.92	£47,665	£24.71	LC3 (below substantive range)
36	£47,181	£24.46	£48,738	£25.26	LC3 (below substantive range)
37	£48,226	£25.00	£49,817	£25.82	LC3 (substantive benchmark range)
38	£49,282	£25.54	£50,908	£26.39	LC3 (substantive benchmark range)
39	£50,269	£26.06	£51,928	£26.92	LC3 (substantive benchmark range)
40	£51,356	£26.62	£53,051	£27.50	LC3 (substantive benchmark range)

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk

41	£52,413	£27.17	£54,143	£28.06	LC3 (substantive benchmark range)
42	£53,460	£27.71	£55,224	£28.62	LC3 (above substantive benchmark range)
43	£54,495	£28.25	£56,293	£29.18	LC3 (above substantive benchmark range)
44	£55,801	£28.92	£57,642	£29.88	LC3 (above substantive benchmark range)
45	£57,139	£29.62	£59,025	£30.59	LC3 (above substantive benchmark range)
46	£58,523	£30.33	£60,454	£31.33	LC4 (below substantive range)
47	£59,922	£31.06	£61,899	£32.08	LC4 (below substantive range)
48	£61,198	£31.72	£63,218	£32.77	LC4 (below substantive range)
49	£62,852	£32.58	£64,926	£33.65	LC4 (below substantive range)
50	£64,373	£33.37	£66,497	£34.47	LC4 (substantive benchmark range)
51	£65,925	£34.17	£68,101	£35.30	LC4 (substantive benchmark range)
52	£68,053	£35.27	£70,299	£36.44	LC4 (substantive benchmark range)

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk

53	£70,176	£36.37	£72,492	£37.57	LC4 (substantive benchmark range)
54	£72,307	£37.48	£74,693	£38.72	LC4 (substantive benchmark range)
55	£74,454	£38.59	£76,911	£39.86	LC4 (above substantive benchmark range)
56	£76,572	£39.69	£79,099	£41.00	LC4 (above substantive benchmark range)
57	£78,718	£40.80	£81,316	£42.15	LC4 (above substantive benchmark range)
58	£80,821	£41.89	£83,488	£43.27	LC4 (above substantive benchmark range)
59	£82,815	£42.93	£85,548	£44.34	LC4 (above substantive benchmark range)
60	£84,852	£43.98	£87,652	£45.43	LC4 (above substantive benchmark range)
61	£86,939	£45.06	£89,808	£46.55	LC4 (above substantive benchmark range)
62	£89,081	£46.17	£92,021	£47.70	LC4 (above substantive benchmark range)

© NALC 2026

Paper	**S9:** Annual Review of Employment Contracts
Meeting	Staffing Committee
Date	3rd December 2026
Author	Parish Clerk & RFO

Summary

Background

As part of the Council's employment administration and governance arrangements, an annual review of employment contracts is undertaken to ensure that contractual records remain accurate, complete and reflective of current employment arrangements.

Review

The annual review has been carried out by the Parish Clerk in respect of all Council employees. The review confirmed that the following areas were satisfactory, with no discrepancies or matters requiring further attention identified:

- **Employment Particulars:** Personal and employment details are accurate.
- **Pay and Benefits:** Pay, benefits and working arrangements are accurate.
- **Terms and Conditions:** Contractual terms accurately reflect current employment arrangements.
- **Contractual Documentation:** Contracts, written particulars and records of any subsequent contractual variations are held in the relevant employee files.

The Staff Handbook referenced in the contracts is currently under review following the appointment of Council HR and Governance Support. However, the existing handbook remains in place and continues to apply pending completion of the review.

The review is intended as an administrative compliance check and does not constitute a review or renegotiation of employees' terms and conditions.

Recommendation

The Committee is asked to note the completion of the annual review of employment contracts.

Paper	**S10:** Re-enrolment duties
Meeting	Staffing Committee
Date	3rd December 2026
Author	Parish Clerk

Summary

Background

Under the Pensions Act 2008, every employer in the UK must put certain staff into a workplace pension scheme and contribute towards it. This is called 'automatic enrolment'.

The Council has ongoing legal duties in relation to automatic enrolment, including periodic re-enrolment and re-declaration of compliance. Failure to meet these duties can result in enforcement action and financial penalties.

Re-enrolment duties

Every three years the Council must put members of staff who left the workplace pension scheme back into it. This is called re-enrolment and must take place within a 6-month timeframe of the third anniversary of the previous enrolment date.

Previous re-enrolment date	31st March 2025
Third anniversary	31st March 2028
Earliest possible re-enrolment date	31 December 2027
Latest permissible re-enrolment date	30th June 2028
Council's planned re-enrolment date	**31st March 2028**

Staff Assessment

On the re-enrolment date the Clerk will assess any staff who have left the pension scheme or reduced their contributions into it, against the eligible criteria to assess whether they need to be put back into the pension scheme.

Re-declaration of compliance

Whether the Council has staff to put back into the scheme or not, the Council must complete a re-declaration of compliance.

The re-declaration of compliance is an online form informing the Pensions Regulator that the Council has met its legal duties.

The deadline for the Clerk to complete re-declaration is **31st August 2028.**

Recommendation

The Committee is asked to note its obligations under the Pensions Act 2008 and the next planned re-enrollment date for information.

Paper	**S11:** Christmas Opening Period
Meeting	Staffing Committee
Date	3rd December 2026
Author	Parish Clerk & RFO

Summary

Background

At the October 2024 meeting, the Staffing Committee agreed that the Council Office would routinely close between Christmas Eve and New Year's Day each year.

Annual leave and public holiday entitlements are accounted for accordingly for all office staff and should members of staff wish to take additional leave outside the fixed closure period, they may do so through the usual annual leave request process.

2026-27 Closure Period

Closed from: Thursday 24th December 2026

Re-Opening: Monday 4th January 2027

For Information

The attached closure notice will be published on the Council's website and noticeboards for information.

Recommendation

The Committee is asked to note the Council Office closure arrangements during the Christmas period 2026-27 for information.


SEE YOU ALL IN 2027!
IT'S TIME TO
wrap up for Christmas!
Closure Dates:
CLOSED FROM:
24TH DECEMBER, 2026
RE-OPENING:
4TH JANUARY, 2026
1918-1968
DRAYTON
DRAYTON
PARISH
COUNCIL