

CLAYTON-LE-WOODS PARISH COUNCIL

MANAGEMENT AND GENERAL PURPOSES COMMITTEE MEETING TUESDAY 8TH SEPTEMBER 2026 AT 6.30PM AT PARISH OFFICES, PRESTON ROAD

AGENDA

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. ELECTION OF CHAIR AND VICE CHAIR**
- 4. TO APPROVE THE MINUTES OF PREVIOUS MEETING**
- 5. MATTERS ARISING/ACTION POINTS**
- 6. TERMS OF REFERENCE APPROVAL**
- 7. HEALTH & SAFETY**

Workplace/Building Health & Safety Issues

1. Risk Assessments

8. POLICY APPROVAL

1. Review Programme
2. Flexi-time/Flexible Working policy
3. Annual Leave Policy

9. PAYROLL OUTSOURCE OPTION APPROVAL

10. EXCLUSION OF THE PRESS AND PUBLIC

(To consider whether, in accordance with the relevant legislation and the Council's Standing Orders, the Press and Public should be excluded from the meeting during consideration of any confidential staffing matters)

11. STAFFING UPDATE

1. Notification of NJC Local Government Pay Award for Office Staff 26/27
2. Locum Post
3. Annual Leave Management
4. Performance Development Review (PDR) Arrangements
5. Training/Staff Development
6. Staff Welfare

12. DATE AND TIME OF THE NEXT MEETING

Scheduled for Wednesday 4th November 2026 at 6.30pm