



**Members are hereby summoned to the Staffing Committee Meeting
to be held on Tuesday, 1st September 2026 at 7.00pm in the
Conference Room, Elm Park Leisure Centre**

25th August 2026

Simon Davies
Town Clerk & RFO
Filton Town council
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AGENDA

1. EVACUATION PROCEDURES

2. APOLOGIES FOR ABSENCE

3. ELECTION OF CHAIR OF COMMITTEE

4. DECLARATIONS OF INTEREST

- a. To receive declarations of interest from Councillors on items on the agenda.
- b. To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c. To grant any requests for dispensation as appropriate

5. EXCLUSION OF THE PRESS AND PUBLIC - (RESOLVE)

To agree any items to be dealt with after the Press and Public has been excluded from the meeting within the requirements of the Public Bodies (Admission of Meetings Act) as amended 1960, in order that confidential items can be discussed. If a decision is made to exclude, this should be by resolution. Filton Town Council Standing Orders 3 (d). – **ITEMS 8, 9, 12 & 15**

6. PUBLIC QUESTION TIME

Public speaking time is restricted to 15 minutes in total (up to 5 minutes per speaker) as per Filton Town Council Standing Orders: 3(f) and 3(g). The Chair will call from those members of the public who indicate a wish to speak.

7. TO APPROVE THE MINUTES OF THE STAFFING MEETING HELD ON 7TH JULY 2026 - (RESOLVE)

8. STAFF UPDATE:

- a. Corporate Services
- b. Open Spaces Team

9. TRAINING UPDATE:

- a. ILCA
- b. FILCA
- c. First Aid at Work

10. ELM PARK LEISURE CENTRE SUPPORT - (NOTE)

Update on the support given to the Leisure Centre.

11. STAFF REWARD SCHEME - (RESOLVE)

To adopt a scheme to recognise staff for outstanding service, above their normal duties, as amended from July 2026 meeting – (ANNEX A)

12. NOMINATIONS FOR STAFF REWARD SCHEME - (RESOLVE)

To consider any nominations for the scheme.

13. RESOURCE OVERVIEW FROM SEPTEMBER TO FEBRUARY 2026 – (NOTE)

To consider the impact of significant council projects over the next few months, on personnel – ANNEX B

14. NATIONAL JOINT COUNCIL (NJC) PAY AWARD - (NOTE)

For the Committee to note the 'National Joint Council (NJC) pay award for 2026 – 2027 of 3.3%.

15. NALC EMPLOYMENT POLICIES - (RESOLVE)

To consider and adopt NALC employment policies, whilst awaiting policies from South Gloucestershire Council: website: <https://filtontowncouncil.gov.uk/town-council/staffing-policies/>

16. APPRAISALS - (NOTE)

To discuss an outline schedule for appraisals during September and October.

17. DATE OF THE NEXT STAFFING MEETING: Tuesday, 3rd November 2026.

Circulation List:

<i>Cllr Tom Mewies - Mayor</i>	<i>Cllr Alex Doyle</i>	<i>Cllr Andy Mills</i>
<i>Cllr Sue Milestone</i>		
<i>Town Clerk</i>	<i>Deputy Clerk</i>	
<i>Social Media/Notice boards</i>	<i>Filton Voice</i>	