

HR Committee Meeting on 13 September 2023, 7pm at the Parish Council office at 6a Back Street.

To: Councillors Chris Button, Ian Duffy, Graham Lee and Norton Mahy.

The members of the Parish Council's HR Committee are summoned to attend to consider the items of business below.

All meetings of the HR committee will exclude press and public, under Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted. All staffing matters will be confidential to members of the HR Committee or any Appeals Panel, if appropriate. Minutes of the HR Committee will be presented to the Full Council for information.

### Agenda

- 1 **Appointments to the committee.** To note the appointment of a committee chair and any substitutes and/or co-options agreed at the September 2023 Parish Council meeting.
- 2 **Apologies for absence.** To receive and accept apologies for absence.
- 3 **Interests.** a) To receive declarations of interest from councillors on items on the agenda, b) To receive written requests for dispensations for declarable interests, and c) To grant any requests for dispensation as appropriate. Where any declaration of interest involves the chair, the meeting to agree an alternative individual to take the chair for that item(s).
- 4 **Minutes.** To agree the procedures for the taking and issuing of minutes for this meeting.
- 5 **Previous minutes.** To note the draft minute from the Extraordinary council meeting 26 July 2023; '8. In relation to the complaint against the Clerk, the HR committee would investigate this complaint now the Monitoring Officer has confirmed that it is the responsibility of the Parish Council and following the decisions made at Item 3 of the agenda.' *See item 9 below.*
- 6 **Terms of Reference.** To note any amendments and/or additions agreed at the September 2023 Parish Council Meeting.
- 7 **To agree a revised contract of employment for the acting clerk.**
- 8 **To review draft Clerk / Deputy Clerk job specifications.**
- 9 **To agree the handling of the complaint against the Clerk.**
- 10 **To agree updated contracts of employment for the Environmental Cleansing Officer and the Grounds Officer.**
- 11 **To agree procedures for annual staff appraisals.**

*Date of issue: 06 September 2023. Jane Porter, Acting Clerk.*