



# EAST PRESTON PARISH COUNCIL

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12<sup>th</sup> January 2021

Dear Councillor and Parishioners

## **PERSONNEL COMMITTEE**

NOTICE IS HEREBY GIVEN AND COUNCILLORS ARE SUMMONED to a Meeting of the above Committee to be held on **Monday, 18<sup>th</sup> January** via the Zoom remote meeting application commencing at **18:00**. Details for the Zoom meeting will be provided upon request.

By its very nature this meeting is CONFIDENTIAL and not open to the public.

Yours sincerely

Simon Cross  
**Clerk to the Council**

To: All Members of the Personnel Committee and other Members for information.

## **A G E N D A**

1. Introductions.
2. Apologies for Absence.
3. Members and Officers are reminded to make any Declarations of Personal and/or Prejudicial or Pecuniary Interests that they may have in relation to items on this Agenda.

Notice should be given at this part of the Meeting of any intended Declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent. If the interest is Prejudicial or Pecuniary, the Member should state whether he or she will be exercising the right to speak.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 a resolution will be taken that because of the confidential nature of the business to be

transacted, the public and press leave the Meeting during the consideration of the next Agenda Items.

4. To consider the draft Code of Conduct circulated by Arun District Council.
5. To review the council's DBS status.
6. To receive a report on the COVID-19 working arrangements for all members of staff.
7. To agree and sign the Minutes of the meeting held on 12<sup>th</sup> October 2020.
8. To receive an update on any matters from previous meetings.
9. To consider further the provision of a Staff Handbook.
10. To consider recent councillor and officer behaviour.
11. To consider recent public behaviour at council meetings.
12. To consider any Health & Safety matters.
13. To consider any staffing matters including a report on officer Sick Leave.
14. To note any gifts received recently by councillors and officers.
15. To consider any other matters that may arise after the publication of this Agenda.
16. New items to be referred to the next meeting (26<sup>th</sup> April).