



EAST PRESTON PARISH COUNCIL

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12th July 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, 19th July** at East Preston Infant School, Lashmar Road, East Preston commencing at **18:00**.

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. Annual Appointment of the Chairman of the Personnel Committee.
3. Annual Appointment of the Vice-Chairman of the Personnel Committee.
4. Apologies for Absence.
5. 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.

6. To carry out the Annual Review of the Terms of Reference of the Personnel Committee.
7. To consider the recruitment of a new weekday Village Orderly.
8. To receive an update on the council's DBS status.
9. To receive a report on the COVID-19 working arrangements for all members of staff.
10. To consider the provision of some new office furniture.
11. To consider further the provision of a Staff Handbook (to include review of draft Disciplinary Procedure and Parental Leave Policy.)
12. To agree and sign the Minutes of the meeting held on 19th April 2021.
13. To receive an update on any matters from previous meetings.
14. To have an initial discussion about how this council might handle meetings if the law changes to allow remote meetings.
15. To consider recent councillor and officer behaviour.
16. To consider recent public behaviour at council meetings.
17. To consider any Health & Safety matters.
18. To consider any staffing matters including a report on officer Sick Leave.
19. To note any gifts received recently by councillors and officers.
20. To consider any other matters that may arise after the publication of this Agenda.
21. New items to be referred to the next meeting (11th October).