



EAST PRESTON PARISH COUNCIL

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13th April 2023

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, 17th April 2023** at East Preston Infant School, Lashmar Road, East Preston commencing at **19:00**.

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. 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 receive an update on the recruitment of a new bookkeeper for the council.
5. To consider the exit thoughts of Cllr Gander.
6. To consider the co-option of a thirteenth councillor.
7. To review the clerk's Councillor Checklist for 2023.
8. To consider how best to persuade more councillors to work from electronic copies of meeting packs.
9. Training:
 - a) To consider holding a GDPR training session for all councillors and officers;
 - b) To consider matters relating to the refresher training session booked for 19th June 2023.
10. To receive an update on the provision of a Staff Handbook.
11. To review the Protocol on Councillor/Staff Relations.
12. To receive an update on the council's Pensions Discretions Policy.
13. To consider further an offer from Council HR and Governance Support to provide HR, Procedure and Governance Support.
14. To consider whether to continue the council's Zoom account for online meetings.
15. To agree and sign the Minutes of the meetings held on 16th January and 20th February 2023.
16. To receive an update on any matters from previous meetings.
17. To consider recent councillor and officer behaviour.
18. To consider recent public behaviour at council meetings.
19. To consider any Health & Safety matters.
20. To consider any staffing matters including a report on officer Sick Leave.
21. To note any gifts received recently by councillors and officers.
22. To consider any other matters that may arise after the publication of this Agenda.
23. New items to be referred to the next meeting (17th July).

