

Hundleby Parish Council

26/02/2024



Dear Councillor

You are hereby summoned to attend a meeting of the Human Resources Committee to be held on Monday 26st February 2024 commencing at 7pm to be held at The Parish Rooms, Main Road, Hundleby.

Joseph Roberts
Hundleby Parish Clerk.

1. Apologies for Absence

To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.

2. To receive declarations of interest under the Localism Act 2011-being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written request for dispensation as outlined in the Council's Code of Conduct.

3. To review and approve the minutes from the previous HR Committee held on 21st August 2023.

4. To review the committee roles and responsibilities.

5. To review the policies which HR is responsible for.

6. To agree a date and what documents are to be used and communication for an annual appraisal review with the Cleaner.

7. To discuss duties of the cleaner, training needs and what supporting documentation is required.

8. To discuss and agree on an interim discussion with the clerk to check on how they are finding the role, any support or additional training needed.

9. To consider how to implement Oct 23 minutes 83 ref audit, review and production of HPC policies.

10. To consider creating and maintaining a schedule of policy due review dates and timetabling them into the HPC year referring to Policy Audit Nov 23 minute 99.

11. To consider a Councillor Working Day Development session to action the Towards a Parish Plan discussion paper of Nov 23 minute 99.

12. To consider how to ensure supporting documents are published on our website.

13. To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters:

14. To discuss Job roles, descriptions and pay grades are current for those paid by HPC.