

Hundleby Parish Council

29/04/2024



Dear Councillor

You are hereby summoned to attend a meeting of the Human Resources Committee to be held on Monday 29<sup>th</sup> April 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 26<sup>th</sup> February 2024.

4. Discuss candidates for the cleaning vacancy and agree who to invite for an interview.

5. Review training needs for councillors.

6. Review cleaning documents for Parish Rooms and ensure correct versions are agreed ready for implementation.

7. Following clerks review check that all training requirements are in place and any outstanding actions for that review are in hand.

8. Check Terms of Reference are current for HR committee and suggest amendments if required.

9. Discuss temporary cover of cleaning of the Parish Rooms.

10. Approve the Policy review schedule and recommended Full Council receive the policy review schedule as well as the recommendation from the previous HR Committee that all Policies sit with Full Council.

11. To review the documents on Hundleby PC website by cross referencing with Policy Audit and schedule of due policy review dates to ensure they are current and complete.