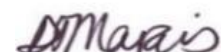


# **Pontesbury Parish Council**

NOTICE IS HEREBY GIVEN THAT A PERSONNEL COMMITTEE MEETING (VIRTUAL) OF PONTESBURY PARISH COUNCIL WILL TAKE PLACE ON TUESDAY 23<sup>RD</sup> FEBRUARY 2021 ON THE ZOOM PLATFORM, AT 6PM. LINK ON PARISH COUNCIL WEBSITE [www.pontesburyparishcouncil.org.uk](http://www.pontesburyparishcouncil.org.uk)

## **AGENDA**

- 1 APOLOGIES FOR ABSENCE**
- 2 DECLARATIONS OF INTEREST AND DISPENSATIONS**
- 3 PUBLIC QUESTIONS AND COMMENTS –** (Fifteen minutes will be allowed)
- 4 MINUTES OF COUNCIL -** To approve the Minutes of the Personnel/Human Resources Committee Meeting held on 13<sup>th</sup> January 2021
- 5 REVIEW AND APPROVAL OF PERSONNEL POLICIES –** as listed, all available for viewing on the parish council website;
  - Expenses policy (new)
  - Sickness/absence policy (new)
  - Disciplinary/grievance policy (new)
- 6 EXCLUSION OF THE PUBLIC**  
To consider exclusion of the Press & Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (s1(2) Public Bodies (Admission of Meetings) Act 1960).
- 7 APPOINTMENT OF DEPUTY CLERK –** to approve the following;
  - appointment of a Deputy Clerk subject to receipt of satisfactory references
  - salary scale and salary scale point to be appointed at
  - contract for Deputy Clerk/RFO
  - delegated authority to Clerk/Chair to agree exact duties/Job Description and induction programme with Deputy Clerk
- 8. PERMANENT CONTRACT DOCUMENT FOR BUILDING ASSISTANT -** to approve the contract document for Building Assistant
- 9. APPOINTMENT OF HR SUPPORT FOR PARISH COUNCIL –** to consider quotes for HR support and make recommendation to full council at March Full Parish Council Meeting
- 10. DATE AND TIME OF NEXT MEETING –** to agree date of next meeting



Clerk to the council 17/02/2021