

PONTESBURY PARISH COUNCIL



Debbie Marais
Parish Clerk
8 Holbache Rd
Oswestry
SY11 1RP

19 March 2024

To Members of the Personnel/Human Resources Committee

Dear Councillors

You are hereby summoned to attend the meeting of **Pontesbury Parish Council Personnel/Human Resources Committee** scheduled to take place on **Monday 25th March 2024 at 5.30 pm at The Pavilion** in order to transact the following business, as set out in the below agenda.

Debbie Marais
Clerk

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 16th November 2023 (attached)**
- 5 UPDATE ON H&S/HR SUPPORT FOR COUNCIL – update from Clerk**
- 6 REVIEW NEW STAFF CONTRACTS – to review new contracts and make recommendation to April Full Council Meeting about consultation period for staff (*New contracts to follow by email*)**
- 7 ADDITIONAL HOURS FOR BUILDING ASSISTANT – to consider an additional 2 hours per week for Building Assistant for specific tasks**
- 8 SUCCESSION PLANNING – to consider adoption of a Succession Planning policy drawn up by Clerk (*policy to follow by email*)**
- 9 TRAINING AND DEVELOPMENT PLAN FOR COUNCILLORS – to consider the amendments to the Training and Development Plan for councillors as drawn up by Clerk (*plan to follow by email*)**
- 10 DATE AND TIME OF NEXT MEETING – to agree date of next meeting**

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