

PONTESBURY PARISH COUNCIL



Debbie Marais
Parish Clerk
8 Holbache Rd
Oswestry
SY11 1RP

19 November 2021

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 **Thursday 25th November 2021 at 6.30pm 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 1st September 2021 (attached)
- 5 REVIEW OF EMPLOYMENT POLICIES –** review following employment policies for parish council and approve recommendation to full council (*Draft policies attached:*
 - 5.1 Dignity at Work
 - 5.2 Disciplinary policy
 - 5.3 Grievance policy

- 6 **CHESTER UNIVERSITY STUDENT PLACEMENT** – to consider 5 week placement for student and make recommendation to Full Council for December meeting (*Agenda papers attached*)
- 7 **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).
- 8 **CLERK APPRAISAL** – to conduct a review of the Clerk’s appraisal to bring the appraisal process in line with other council staff and budget timetable (*previous appraisal notes attached*)
- 9 **REPORT BACK ON OTHER STAFF APPRAISALS** – (*Agenda papers attached*)
- 10 **REVIEW SALARY SCALE FOR PAVILION BUILDING ASSISTANT** – (*Agenda papers attached*)
- 11 **ANNUAL INCREMENT FOR ALL STAFF** – to make recommendation on annual increments for all staff to be considered by Full Council at December 2021 meeting (*Agenda papers attached*)
- 12 **STAFF RESTRUCTURE** – to consider staff restructure as prepared by Clerk/Deputy Clerk and make recommendation to Full Council at December 2021 meeting (*Agenda paper to follow by email*)
- 13 **CLERKS ANNUAL LEAVE** – to approve carry over of 1 week’s annual leave for Clerk
- 14 **DATE AND TIME OF NEXT MEETING** – to agree date of next meeting