ST AGNES PARISH COUNCIL

Parish Clerk: Catherine Nutting LLB, PGDip, BA (Hons), PSLCC
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13th January 2024

TO MEMBERS OF THE HUMAN RESOURCES COMMITTEE:
Councillors: Clark, D Brown, G Brown, Ripper, Rodda, Blight, Mankee-Williams.

Dear Members,

I hereby give you notice that the Meeting of the Human Resources Committee of St Agnes Parish Council will be held on **20th January 2025 at 15:00** at 17 Vicarage Rd, St. Agnes. All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely

Catherine Nutting, Parish Clerk

Press & Public are invited to attend. Meetings are open to the public and could be filmed or recorded by broadcasters, the media, or members of the public. Members of the public are advised that they will be excluded from the meeting after item "Public Bodies (Admissions to Meetings) Act 1960".

AGENDA

Biodiversity – the Council has a duty to conserve and enhance biodiversity and must consider what policies, objectives, and action it can take, consistent with the exercise of its functions, to further the general biodiversity objective.
Natural Environment and Rural Communities Act 2006, s.40 & Environment Act 2021, s.102

1. **Apologies for absence.** To **RECEIVE** and **RESOLVE** to **ACCEPT** any apologies.

2. **Declarations of interest/Request(s) for dispensations.** To **RECEIVE** any declarations of interest. To **RESOLVE** to grant dispensations where appropriate.

3. **Approval of minutes: 9th December 2024.** To **RESOLVE** that the Minutes (both public & confidential) of the Meeting of the Human Resources Committee as above, having been previously circulated, be taken as read, approved and signed.

4. **Public Bodies (Admissions to Meetings) Act 1960.** To **RESOLVE** that in view of the confidential or special nature of the business about to be transacted it is advisable that the press and public be excluded and instructed to withdraw during the discussion for the following items: 5 – 9.

5. **Staffing matter: Update.** To **RECEIVE** a confidential verbal update report from the Clerk.

6. **Recruitment:**
   (a) To **RESOLVE** to **ADVERTISE** and **RECRUIT** a Maintenance Team member of staff, including to **DETERMINE** Job Description, weekly hours and PayScale. **APPOINT** a panel with full authority to shortlist, interview and appoint. Panel Members to include the E&P Manager & Grounds Maintenance Manager.
   (b) To **RESOLVE** to **APPOINT** a Staffing Review Panel for the Library and Office Teams.

7. **Staff Appraisals:** To **RESOLVE** to undertake the Clerk's appraisal and **NOTE** the start of the staff appraisal process. To **ADOPT** the updated appraisal form.

8. **HR Committee meeting date:** To **RESOLVE** to **AGREE** a standing monthly HR Committee meeting date until May 2025.

9. **Updated Staff Handbook and Sexual Harassment Risk Assessment:** To **RECEIVE, REVIEW** and **RESOLVE** to **ADOPT** as above. To defer to another meeting, if necessary.