

# HENSTRIDGE PARISH COUNCIL

Clerk: Zöe Godden, Elvyns, Wavering Lane East, GILLINGHAM. SP8 4NX

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## **NOTICE TO MEMBERS**

**You are requested to attend a meeting of the Personnel Committee of Henstridge Parish Council to be held at the Village Hall, Ash Walk, Henstridge, on Monday 30<sup>th</sup> October 2017 from 8.30pm or after the end of the Open Spaces Committee meeting.**

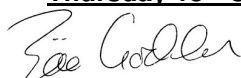
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## **AGENDA**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: The Code of Conduct, Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

The meeting will commence after there has been an opportunity for members of the electorate of the Parish to speak. In normal circumstances this will be restricted to approximately 15 minutes in total and shall be at the Chairman's discretion. Please note, items raised by the public in this session will not be discussed by the council and will not be minuted. Items for inclusion on the agenda should be put to the Clerk in writing prior to the meeting as listed in the final item.

1. To receive any apologies for absence
2. To receive any declarations of interest in items on the agenda
3. To approve as a correct record the minutes of the previous meeting held on 15<sup>th</sup> February 2016.
4. To review health and safety at work for all Council employees.
5. To review all Council policies that relate to staff employment.
6. To note that new legislation is due to come into force in May 2018 regarding Data Protection and that the Clerk intends to review Parish Council procedures, including those relating to the retention of employee data, in the New Year.
7. Exclusion of Press and Public: To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information.
8. To review staffing structures and levels and make any necessary recommendations to the Council.
9. To review and agree a revised contract of employment for grounds staff and to note that no changes are required to the Clerk's contract of employment.
10. To review staff salaries and agreed that, subject to a satisfactory performance appraisal, the Clerk's salary will progress from SCP24 to 25 with effect from 1<sup>st</sup> April 2018.
11. **Date of Next meeting** – The next Personnel Committee meeting will be held on **Monday 29<sup>th</sup> October 2018**. All items for inclusion on the agenda and all items to be listed under issues arising from previous meetings must be received by the Clerk by **9.00am on Thursday 18<sup>th</sup> October 2018.**



**Zöe Godden  
Parish Clerk**