10th March 2021

**MEMBERS OF THE HUMAN RESOURCES COMMITTEE**

Dear Sir/Madam,

You are summoned to a meeting of the Human Resources Committee to be held on Monday 15th March 2021 at7.00pm. [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_YjAwMzFlMGEtZTc1Zi00OWI0LThhM2ItYTQ5MDgyZDliZjE5%40thread.v2/0?context=%7b%22Tid%22%3a%22f6de9326-1927-424b-a81a-900c70960473%22%2c%22Oid%22%3a%2259ef1db2-2522-432e-8c85-33692dbb457a%22%7d)

Yours faithfully

B Hodgetts

**Becky Hodgetts**

**Clerk to the Parish Council**

# AGENDA

## **HR22/20 - To receive apologies for absence**

## **HR23/20 - Declaration of Disclosable Pecuniary and other Interests and dispensation requests**

## **HR24/20 - To approve the minutes from HR Committee meeting held on 25th February 2021**

## **HR25/20 – Policie****s**

**a) To review the new draft policies for submission to full council for adoption**

1. Emergency Dependant & Dependant Leave
2. Maternity, Paternity and Adoption
3. Attendance & Absence policy
4. Annual Leave Policy

**b) To agree the next policies to be review for adoption**

i) Training

1. Whistle blowing
2. Lone worker

## **HR26/20 – Vacancy – Assistant Clerk**

To agree the following:

1. Application and Interview process
2. Job Description
3. Probation period
4. Interview Panel
5. Remuneration

## **HR27/20 - To agree date and time of next meeting**