8th October 2020  **MEMBERS OF THE HUMAN RESOURCES COMMITTEE**

Dear Sir/Madam,

You are summoned to a meeting of the Human Resources Committee to be held on Wednesday 14th October at7.00pm. The meeting will be held remotely using Microsoft Teams, please click the link to join,

[Join Microsoft Teams Meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_ZDBjNTdkMWYtZDE2ZC00ZDU1LTg1NTktZjA4OWJjZmMwYzFm%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

## **HR06/20 - To receive apologies for absence**

## **HR07/20 - Declaration of Disclosable Pecuniary and other Interests and dispensation requests**

## **HR08/20 - To approve minutes from HR Committee meeting held on 30th September 2020**

## **HR09/20 - Policies**

To review and update the following where necessary:

1. Staff handbook
2. Training
3. Disciplinary
4. Absence management
5. Lone Worker
6. Contracts of Employment

To agree new policies:

1. Code of conduct for staff
2. Appraisal
3. Annual Leave
4. Maternity & Paternity
5. Capability

## **HR10/20 - To agree date and time of next meeting** – 18th November 2020 at 7pm