

## **Calne Without Parish Council**

To Councillors, Robbins, Barnes, Crane, Deedigan, Todd and Rees

You are hereby summoned to attend a meeting of Calne Without Parish Council, Human Resources Committee at Lansdowne Hall, Petty Lane, Derry Hill on Monday 26<sup>th</sup> June 2023 at 7.30pm



Katherine Checchia  
Clerk to the Council 19<sup>th</sup> June 2023

### **Agenda**

#### **1 To elect a chairman to the committee**

#### **2 Apologies**

To receive apologies.

#### **3 Public participation/ Correspondence**

##### 3.1 Public participation

Opportunity for members of the public to address the Committee.

##### 3.2 Correspondence

For the Clerk to report any correspondence not circulated.

#### **3. Declarations of Interest**

Declarations from Councillors of any disclosable pecuniary interest (Standing Orders 13b) or other interest (Standing Orders 13c) in respect of matters being considered by the Council.

#### **4. Chairman Announcements**

#### **5. Minutes**

**Recommendation: That the Committee approve the Minutes of the meeting held on 14<sup>th</sup> June 2021 as a true and fair reflection of the motions agreed by the Committee and the discussion that took place and that these be signed by the Chairman as such.**

#### **6. Review of Terms of Reference**

Recommendation that the Committee review the [Terms of Reference](#) and identify any changes required.

#### **7. Confidential Session - Chairman**

Recommendation: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business. By nature of the confidential nature of the items of business to be transacted.

**8. Appoint committee member to record staff holidays and absence**

The committee TOR require a committee member to be appointed to record staff holidays and absence.

**9. Appoint committee member to complete staff appraisal**

The TOR require a committee member to be appointed to complete the staff appraisal

**10. Review of work hours**

To consider the attached report and complete the annual review of the Clerks works hours

**11. Review training needs**

To identify the training needs for the Clerk and Councillors. The Strategic plan states HR Committee will Produce, and update, the training needs for the Clerk and each councillor annually.

**12. Review of Clerks Grading**

Complete the annual Formal review of Clerks Grading. Report attached for info.