

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 3rd June 2024 at 7.30pm



Katherine Checchia
Clerk to the Council 24th May 2024

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 27th June 2023 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. Plans for inducting/onboarding new councillors 2025

To discuss initial plans for May 2025.

8. 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.

9. 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.

10. Appoint committee member to complete staff appraisal

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

11. Review of work hours

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

12. Review of training policy and 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.

13. Update to Committee on Clerks training progress.

Clerk to provide a verbal update on the progress through the CILCA qualification.

14. Review of Clerks Grading

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