

Bardney Group Parish Council

Personnel & Review Committee Agenda - November 2023

NOTICE OF PERSONNEL AND REVIEW COMMITTEE MEETING

Dear Councillor,

You are hereby summoned to attend the **Personnel and Review Committee Meeting** of **Bardney Group Parish Council**, which will be held at **Parish Office (Pavilion) Bardney** on **9th November 2023 at 7.00pm** at which the under mentioned business will be transacted.

There will be a 15 minute public forum prior to the start of the meeting where members of the public may address the Council on current issues or items that may become future agenda items.

Please note that this meeting may be recorded to assist in accurate minute taking.

202-23/24 Apologies for Absence

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting in accordance with the Local Gov. Act 1972, Sch 12, para 40.

203-23/24 To receive declaration of interest under Localism Act 2011

To receive any declarations of interest under the Localism Act 2011 being in pecuniary interest in agenda items not previously recorded on Members Register of Interest and any written request for dispensation.

204-23/24 Elect New Chairperson

205-23/24 Elect Vice-Chairperson

206-23/24 To approve as a correct record the notes of the meeting held on 24th August 2023 and authorise the chair to sign the official minutes.

207-23/24 To receive report from the Chair.

208-23/24 To receive and consider a report for Clerk of the Council.

209-23/24 To resolve to move into a closed sessions in accordance with public bodies (admission to meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters.

210-23/24 Review handyman's contract and update both contract/ job description in view of cemetery grass cutting and schedule of work

211-23/24 Give notice / review contract with Wragby Parish Council

212-23/24 Investigate / take action re previous Clerk's final pay

213-23/24 Training records for all staff

- 214-23/24 ILCA Training for Clerk**
- 215-23/24 Risk assessments for all staff**
- 216-23/24 COSH sheets and register**
- 217-23/24 Time sheet / Overtime form**
- 218-23/24 Holiday entitlement for all staff**
- 219-23/24 Pension**
- 220-23/24 Sick pay/Compassionate Leave**
- 221-23/24 Appraisal**

Signed: Angela Smith BGPC Clerk Dated: 03/11/2023