



North Horsham Parish Council

Roffey Millennium Hall,
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2nd August 2018

NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE

Councillors are respectfully summoned to attend a meeting of North Horsham Parish Council Personnel Committee to be held on **Thursday 9th August 2018 at 7.30pm at Roffey Millennium Hall** for the transaction of the business on the agenda below.

Pauline Whitehead BA(Hons) FSLCC
Clerk to the Council

Personnel Committee Members:- Cllr A. Britten (Chairman), Cllr M. Loates, Cllr T. Rickett B.E.M., Cllr S Torn (Vice Chairman), Cllr Mrs S Wilton.

AGENDA

- 1. Public Forum.**
The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.
- 2. Apologies for absence.**
Recommendation:- To receive apologies for absence.
- 3. Minutes.**
Circulated separately by e-mail or available on www.northhorsham-pc.gov.uk.
Recommendation:- To approve and sign the Minutes of the Personnel Committee Meeting held on 17th May 2018.
- 4. Declarations of Interest.**
See Clerk's Report.
Recommendation:- To receive any Declarations of Interest from Members of the Council.
- 5. Chairman's Announcements.**
See Clerk's Report.
Recommendation:- To receive the Chairman's announcements.
- 6. Financial review to 31st July 2018**
See Clerk's Report.

Recommendation:- To note the Financial Report to 31st July 2018.

7. Childcare vouchers

See Clerk's Report.

Recommendation:- To consider providing a childcare voucher scheme for eligible employees.

8. Staff Handbook Policies.

General Information and Workplace Rules and Guidelines, Terms and Conditions of Service and Absence Management Policy

Recommendations:-

1. To recommend the policies above to full Council.

2. Employees to complete the HMRC Employee's Statement of Sickness forms for self certification for less than 8 days sick leave as a record of time off through illness.

9. Exclusion of Press and Public

Recommendation:- To resolve that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to staff matters.

10. Staff Matters

Confidential report circulated

Recommendation: To consider recommendations within the staff report.

11. Date of next Meeting – (Scheduled)

The next meeting is scheduled for 4th October 2018.

Please note that the agenda and Clerk's report can be found on the Parish Council website <http://www.northhorsham-pc.gov.uk>