



# North Horsham Parish Council

Roffey Millennium Hall,  
Crawley Road, Horsham,  
West Sussex, RH12 4DT

**Tel:** 01403 750786 (Office & Hall Bookings)  
Roffey Millennium Hall, North Heath Hall  
Holbrook Tythe Barn

**Email:** [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)

**Website:** [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk)

16<sup>th</sup> July 2020

## **NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE**

Members of the Personnel Committee are respectfully summoned to attend an on-line meeting of the Personnel Committee via a Zoom video conference to be held on **Thursday 23<sup>rd</sup> July 2020 commencing at 7.30pm**, for the transaction of the business shown on the agenda below.

**Members of the Press and public are welcome to join this video conference meeting. Please contact the Clerk for the joining details and the guidance for on-line meetings at the e-mail address or telephone number above at least three days before the meeting if possible.**

*Pauline Whitehead*

Pauline Whitehead BA(Hons) FSLCC  
Clerk to the Council

Personnel Committee Members:- Cllr A. Britten , Cllr D. Mahon, Cllr T. Rickett B.E.M., Cllr S Torn , Cllr R. Turner and Cllr Mrs S Wilton.

(It has been decided by delegated power, to have 6 members of the Personnel Committee until May 2021).

### **AGENDA**

1. **Elect a Chairman**  
**Recommendation:- To elect a Chairman- nominations will be taken at the meeting.**
2. **Elect a Vice Chairman.**  
**Recommendation:- To elect a Vice Chairman – nominations will be taken at the meeting.**
3. **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.
4. **Apologies for absence.**  
**Recommendation:- To receive apologies for absence.**
5. **Minutes.**  
Circulated separately by e-mail or available on [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk).

**Recommendation:- To approve and sign the Minutes of the Personnel Committee Meeting held on 16<sup>th</sup> January 2020.**

**6. Declarations of Interest.**

See Clerk's Report.

**Recommendation:- To receive any Declarations of Interest from Members of the Council.**

**7. Chairman's Announcements**

See Clerk's Report.

**Recommendation:- To note Chairman's Announcements.**

**8. Review of Finances to 30<sup>th</sup> June 2020**

See Clerk's Report.

**Recommendation:- To note the Financial Report to 30<sup>th</sup> June 2020.**

**9. Policies**

To review the Absence Management Policy; Communications Policy; General Information and Workplace Rules, General Privacy Policy and Terms and Conditions of Service.

**Recommendation:- To review the policies above and make recommendations to full Council.**

**10. 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.**

**11. Staff Matters**

Confidential report circulated.

**Recommendation: To consider recommendations within the staff report.**

**12. Date of next Meeting – (Scheduled)**

**The next meeting is scheduled for 1<sup>st</sup> October 2020.**