



# MARTOCK PARISH COUNCIL

## Personnel Committee

### AGENDA

Wednesday 5<sup>th</sup> April 2023 at 7:00 pm

#### 1. Apologies for absence

To receive and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1))

#### 2. Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

#### 3. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

As items are expected to include the consideration of exempt information, the Personnel Committee is recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in agenda item 14, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information"

#### 4. Confirmation of minutes of previous meeting

To confirm and sign the minutes of the Personnel Committee meeting held on 03<sup>rd</sup> January and 02<sup>nd</sup> February 2023 (LGA1972 sch12).

#### 5. Vice Chair

To appoint a vice chair of the Personnel Committee

#### 6. Overtime procedure

To receive and approve the Policy and Clear instructions, from the General manager, of how/when staff should claim overtime (as per Personnel Committee meeting minute 404)

#### 7. Holiday procedure

To consider and approve

- a) Annual Holiday entitlement forms
- b) Holiday Request Forms and that Leave needs to be requested in advance and approved by the Line Manager.

**8. Timesheets**

To consider and approve monthly timesheets, to be signed by the employee and their line manager

**9. Appraisals**

To consider and approve dates and processes for staff appraisals

**10. Summer Litter picker**

- a. To receive and approve the advert for the summer litter picker vacancy
- b. To appoint an interview panel for the summer litter picker post

**11. Term of Reference**

To review the terms of reference of the Personnel Committee

**12. Community team**

To consider a report from the Deputy Clerk/General manager requesting that a recommendation be made to Full Council to agree the appointment of someone with a Mental Health and Social background for 4 hours per month for Clinical supervisions

**13. Date of next meeting**

To confirm the date of the next Personnel committee meeting

**14. Staff in confidence**

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (agenda Item 3 above refers)

- a. To consider the probationary period review and approve next steps
- b. To consider the extension of a fixed term contract and job description