



ST AGNES PARISH COUNCIL

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TO MEMBERS OF THE HUMAN RESOURCES COMMITTEE:

Councillors: Clark (Chair), Bunt, Field, Hougham, Johns, Ripper, Slater.

Dear Members,

I hereby give you notice that the Meeting of the Human Resources Committee of St Agnes Parish Council will be held on 31st January at Parish Rooms, 17 Vicarage Rd, St. Agnes, at 09:45. All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely

Lee Dunkley, Parish Clerk

Press & Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public. Members of the public are advised that they will be excluded from the meeting after item "Public Bodies (Admissions to Meetings) Act 1960".

1. Apologies for absence

To **RECEIVE** any apologies.

2. Declarations of Interest/Requests for Dispensation

To **RECEIVE** any declarations of interest. To **RESOLVE** to grant dispensations where appropriate.

3. Approval of the minutes of the meeting of 4th November 2019.

To **RESOLVE** that the Minutes of the Meeting of the Human Resources Committee as above having been previously circulated, be taken as read, approved and signed (attached).

4. Presentation: Health and Safety Services and needs of the Council

To **RECEIVE** as above from Ellis Whittam Ltd and to **RESOLVE** a course of action (attached).

5. Staff training report

To **RECEIVE** as above detailing events and training sessions attended by staff since the last meeting (attached).

6. Councillor training spreadsheet

To **RECEIVE** as above detailing training and information sessions attended by Cllrs to date (attached).

7. Forthcoming training and events

To **RESOLVE** to fund as follows:

Climate Emergency Webinars x5 1.5 hour sessions. Feb-April. Total £300 (attached).

8. Suggested items for next agenda

To **NOTE** any suggested items for the next Committee meeting.

9. Public Bodies (Admissions to Meetings) Act 1960

To **RESOLVE** that in view of the confidential or special nature of the business about to be transacted it is advisable that the press and public be excluded and instructed to withdraw during the discussion for the following items: Staffing.

10. Matters arising from the minutes.

To **NOTE** any matters arising.

11. Staffing contingency plans

To **CONSIDER** plans for potential long-term absences and current capacity. To form a working group to investigate how the Council deals with staffing contingency and to review normal staffing numbers.

12. Staff Appraisal 2020 completion

To **NOTE** as above for the Clerk (forthcoming). To **CONSIDER** recommendations and implications resulting from the process. To **RESOLVE** a course of action if appropriate.