



ST AGNES PARISH COUNCIL

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29 August 2020

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 7th September 2020 at 09:15. The Meeting will take place electronically and can be accessed via the internet at the following link:

<https://us02web.zoom.us/j/85419136252?pwd=WWV3bnJ3Q1BMMFRsN0xwYys4OVVoUT09>

Meeting ID: 854 1913 6252

Password 251469

Or alternatively by telephoning 0203 481 5240.

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 online and are open for public observation.

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 13th March 2020.

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. Staff training report

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

5. Councillor training spreadsheet

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

6. Forthcoming training and events

To **RESOLVE** to fund as follows:

SLCC Virtual National Conference (attached).

SLCC Practitioners Conference (attached).

7. Risk Assessment for the limited reopening of the Council office

To **NOTE** as above (attached).

8. Working from Home payment Policy

To **CONSIDER** as above and to instruct the Clerk to consult staff. To be brought to a future meeting for resolution (Clerk to lead).

9. Health and Safety Policy and Handbook

To **CONSIDER** as above and to instruct the Clerk to consult staff. To be brought to a future meeting for resolution (attached).

10. Suggested items for next agenda

To **NOTE** any suggested items for the next Committee meeting: Working from Home payment policy; Health & Safety Policy and handbook; Staffing and Council restructure; Staff contract of employment template; Staff handbook.

11. 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.

12. Matters arising from the minutes.

To **NOTE** any matters arising.

13. Staffing/Council structure update per H70/19

To **RECEIVE** an update as above. To **CONSIDER** the details and instruct the Clerk to consult staff. To be brought to a future meeting for resolution (attached).

14. Staff contract of employment template

To **CONSIDER** the details and instruct the Clerk to consult staff. To be brought to a future meeting for resolution (attached).

15. Staff handbook

To **CONSIDER** the details and instruct the Clerk to consult staff. To be brought to a future meeting for resolution (attached).