



ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC
Parish Rooms, 17 Vicarage Road
St Agnes, Cornwall
TR5 0TL

01872 553801

clerk@stagnes-pc.gov.uk
www.stagnes-pc.gov.uk

4th March 2021

TO MEMBERS OF THE HUMAN RESOURCES COMMITTEE:

Councillors: Clark (Chair), Bunt, Field, Johns, Ripper, Rodda, 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 9th March 2021 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/89602164977?pwd=aFhRZmJDNmJIR3czMUdwWUJKaHd6dz09>

Meeting ID: 896 0216 4977

Passcode: 026198

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 18th December 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.

4. Risk Assessment – job interviews

To **RECEIVE** [as above](#) and to **RESOLVE** to adopt the methods outlined for proceeding with face to face interviews.

5. Suggested items for next agenda

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

6. 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.

7. Matters arising from the minutes.

To **NOTE** any matters arising.

8. Annual Leave accrual

To **RESOLVE** to enable the carrying over of all Annual Leave accrued by staff in 2020-21 in to 2021-22; to be taken at the earliest opportunity in 2021-22, and to revert to the normal limit of one week carry-over for 2022-23 and beyond.

9. Environment and Property Manager recruitment update

To **RECEIVE** as above.

10. Staff Appraisal 2021 completion

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