



ST AGNES PARISH COUNCIL

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5th January 2023

TO MEMBERS OF THE HUMAN RESOURCES COMMITTEE:

Councillors: Clark (Chair), D Brown, Caddy, Ripper, Rodda, Woolcott.

Dear Members,

I hereby give you notice that the Meeting of the Human Resources Committee of St Agnes Parish Council will be held on 10th January 2023 at 10:45 at 17 Vicarage Rd, St. Agnes. 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 open to the 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 27th October 2022.

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. Non-confidential Budget considerations 2023/24

To **CONSIDER** as above.

5. Modification to appraisal form

To **RESOLVE** to include a section on the [form](#) to allow the appraisee to comment on their line-manager.

6. Lone working policy

To **CONSIDER** any modifications to the [policy](#) (see section 1.3) and to **RESOLVE** a course of action if appropriate.

7. Staff timesheets update

To **RECEIVE** as above (verbal).

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. Notification of secondary employment for staff member

To **RECEIVE** as above and **RESOLVE** to accept that a staff member will take secondary employment without impacting upon their role with the Council (forthcoming).

12. Appraisal completion – all staff.

To **NOTE** each completed appraisal form for every member of staff, completed in December 2022 (forthcoming). To **CONSIDER** any matters arising from the appraisals. To **RESOLVE** a course of action if appropriate.

13. Pay reviews for all staff per minute H28/22

To **RECEIVE** pay review reports and recommendations for each member of staff (forthcoming) from two members of the HR Committee (as the de facto “pay review panel”). Per minute H28/22 the pay reviews were conducted “in-house” in conjunction with appraisals. To **RESOLVE** to make final recommendations to Full Council on each member of staff, including any changes to job descriptions, job titles and SCP (pay); To make provision for any adjustments in the 2023/24 budget.