



Wickersley Community Centre,
286 Bawtry Road, Wickersley,
Rotherham.
S66 1JJ
Parish Clerk Carol J Lavell-Smith
01709 703270
www.wickersleyparishcouncil.org.uk

28/11/2023

Dear Councillors,

You are hereby summoned to attend a meeting of the Human Resources Committee of the Parish Council, to be held on Monday 4th December 2023 at 18.30, this meeting will be held at the Community Centre, for the purpose of transacting the following business:

Carol J Lavell-Smith

Carol J Lavell-Smith
Clerk to the Council

BUSINESS

ENCLOSURE:

1. To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))
2. To receive and approve apologies for absence
3. To appoint a vice chair of HR committee
4. To approve the minutes of the meetings of 25th September 2023 (A)
5. To note matters arising from above meetings
6. To receive a financial update (B)
7. To review HR Terms of Reference (C)
8. To re-approve policies already agreed by HR in January 2023
 - Freedom of Information (D)
 - TOIL (E)
9. To consider the proposed Dignity at Work policy and timetable for reviewing other policies requested considered by HR committee by full council on 20/1/2023 (F)
10. To commence the discussion on the role and hours of the assistant clerk support as the final stage of the clerking restructure Chair of HR (G)
11. To agree the dates of HR meetings for 20244
 - 5th February 2024
 - 24th June 2024
 - 23rd September 2024
 - 2nd December 2024