



11/01/2023

Dear Councillors,

You are hereby summoned to attend a meeting of the Human Resources Committee of the Parish Council, to be held on Wednesday 18<sup>th</sup> January 2023 at 9.00am, this meeting will be held in the Function Room at the Community Centre, commencing at **9.00** for the purpose of transacting the following business:

*Carol J Lavell-Smith*

Carol J Lavell-Smith  
Clerk to the Council

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## **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 apologies for absence
3. To approve the minutes of the meetings of 5<sup>th</sup> October 2022 (A)
4. To note matters arising from above meeting
5. To receive a financial update (B)
6. To receive and approve the revised Draft Policy on TOIL (C)
7. To monitor and review the priorities plan for the Clerking team, in order to implement and report on it , to full council (D)
8. To receive and approve the draft training and development policy and plan , following completion of staff appraisals . (E)
9. To consider the training needs assessment forms from councillors
10. To receive and approve a draft Freedom of Information Policy (Internal Audit requirement) (F)
11. To consider the carry over of annual leave.

12. To consider a report regarding the Winthrop Organiser , to include revision of core hours, solution to ongoing accumulation of TOIL and request to carry forward leave. **(G)**
13. Date of meetings for 2023 to be held at 9.00 am at the Community Centre

24<sup>th</sup> May 2023

27<sup>th</sup> September 2023

6<sup>th</sup> December 2023