



Littlemore Parish Council

The Oxford Academy, Sandy Lane West

Littlemore, Oxford, OX4 6JZ

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Members of Personnel

Committee:

Cllr Gill Sanders (Committee, Chairman), Cllr Kim Wicker (Committee, Vice Chairman) Cllr Lynda Comber, Cllr Anita Fisher, Cllr Sue Stewart

Reserve: Cllr Macer Wicker

Dear Committee Members

You are hereby summoned to attend the Personnel Committee Meeting of **Littlemore Parish Council** by video link via Zoom, as per *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* on **Tuesday 26th January 2021** at **7.00pm** for purpose of transacting the following business.

Please Note:

Any Member of the public wishing to join the meeting is asked to contact the Clerk beforehand to ascertain the Meeting ID. Members of the public wishing to address the Council during the public participation part of the formal meeting must make the Chairman aware of their intention before the meeting starts. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders

Members of public and press are invited to attend.

R Wilkins

Richard Wilkins

Parish Clerk and RFO

Date: 21st January 2021

AGENDA

Public Forum – the first ten minutes are available for the public to express a view or ask a question on relevant Parish Council matters on the following Agenda.

P 1/21 Chairman Welcome

P 2/21 Apologies for Absence

P 3/21 Declarations of Interests:

To receive any declarations of disclosable pecuniary interest or other interests which members may have in terms of the items under consideration.

(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business.)

P 4/21 Minutes of Last meeting:

To receive and approve as correct record the minutes of the Personnel Committee meeting held on Tuesday 29th September 2020.

P 5/21 Annual Appraisal Arrangements:

Clerk to update members on current situation for staff appraisals.

P 6/21 Review and Agree Lone Worker, Learning & Development Policies and Absence Policies:

Members of Committee will receive draft version of policies and make recommendation to Full Council to adopt policies at next Full Council meeting on Tuesday 8th February 2021.

To move: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

P 7/21 Assistant Clerk update:

Parish Clerk to provide members with an update, Assistant Clerk will provide update of first three months. Committee members to present any questions.

P 8/21 Recommendation to appoint Temporary Assistant Clerk to Permanent Contract:

Members of Committee will receive **confidential** paper.

P 9/21 Review Councils Sick Policy:

Members of Committee will receive **confidential** paper.

P 10/21 Review and Agreed Training Program:

Assistant Clerk to provide Members of Committee an update on training needs and agree Courses staff to attend from Training Budget for 2020/21.

P 11/21 Date of Next Meeting:

Tuesday 28th September 2021