

NOTICE OF HUMAN RESOURCES COMMITTEE MEETING

I hereby give notice that the meeting of the Human Resources committee will be held in Brockworth Community Centre, on **Wednesday 26th June 2019 at 7.00 p.m.**

The following Members of the Committee are hereby summoned to attend for the business of considering and resolving upon the matters as set out below; **Cllrs. Chris Evans, Charlotte Parry, Scott McNeill, Ruth Hatton, Debbie Harwood, Carole Neal, Sara Stevens, Wayne Stevens, Louise Gerrard.**



Clerk to the Council
20th June 2019

Fire procedure to

In the event that the continuous alarm sounds you must evacuate the building by the nearest available fire exit. The nearest is at the bottom of the stairs and turn left. Members and visitors should proceed to the assembly point which is at the back of the building next to the MUGA.

All Visitors and members should await further instructions and please do not enter the building.

AGENDA

- 01/HR TO ELECT A CHAIR OF THE COMMITTEE FOR THE ENSUING YEAR**
- 02/HR TO ELECT A VICE CHAIR OF THE COMMITTEE**
- 03/HR TO RECEIVE APOLOGIES FOR ABSENCE**
- 04/HR DECLARATIONS OF INTEREST**
Members are invited to declare any interest they may have in the business set out on the Agenda to which the approved Code applies.
Members are reminded that they should, at all times, observe the Code in carrying out their duties and that they signed such an undertaking in their Declaration of Acceptance of Office.

05/HR

STAFFING MATTERS

Standing Order 10A-xi to exclude the press and public from the meeting in respect of confidential or sensitive information which is prejudicial to the public interest.

1. To receive a list of all staff employed with hours worked on a weekly basis by Brockworth Parish Council (attached)
2. To receive all staffing roles and job descriptions (attached)
3. To receive staff contracts of Brockworth Parish Council (attached)
4. To receive a list of staff rates of pay (attached)
5. To review the kitchen assistant probation period.
6. To receive an application for flexible working (attached)

06/HR

OFFICE PROCEDURES

1. To discuss the procedure for the staff signing in and out system.
2. To receive Brockworth Parish Councils employment hand book(attached)
3. To discuss how payroll is processed.
4. To discuss providing the Clerk with a work mobile phone.
5. To discuss paid study leave for clerk and assistant clerk. (attached)
6. To review 'value for money' in this sector.
7. To receive the pensions policy (attached)

07/HR

STAFF WORKING GROUP

1. To set up a staffing working group
2. To decide terms of reference for the staff working group.
3. To confirm members of the staffing working group.
4. To confirm a meeting date for the staffing working group.

08/HR

**DATE OF NEXT MEETING
25TH September 2019**