

## NOTICE OF PARISH COUNCIL COMMITTEE MEETING

I hereby give notice that a meeting of the **Personnel Committee** will be held in Brockworth Community Centre, on **Wednesday 9 September, 2015 at 7.00 p.m.**

**Members of the Committee** are hereby summoned to attend for the business of considering and resolving upon the matters as set out below.

**All residents** of the Parish are welcome to attend and a period of time will be set aside at 7.00pm for members of the public to raise questions.

*Sarah McColl-Dorion*

Sarah McColl-Dorion (Clerk to the Council)  
1 September, 2015

### A G E N D A

- 229/PC**      **TO RECEIVE APOLOGIES FOR ABSENCE**
- 230/PC**      **TO RECEIVE DECLARATIONS OF INTEREST**
- 231/PC**      **MINUTES**  
To approve the minutes of the Personnel Committee meeting held on 29 April, 2015 (attached).
- 227/PC**      **SEPARATE BUSINESS**  
*Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during the consideration of:*
1. To review staff overtime over the past few months (attached)
  2. To review personnel policy on shared parental leave. (attached)
  3. To review job and person specifications for new employees.
  4. To receive the resignation from the Community Centre Receptionist.
  5. To consider training for the new receptionist.
- 228/PC**      **DATE OF NEXT MEETING**  
To be agreed.