

COLNEY HEATH PARISH COUNCIL

✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA

☎ **Telephone:** (01727) 825 314

💻 **Website:** <https://colneyheathparishcouncil.gov.uk>

✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



Summons issued – 1st November 2023

To Members of the Staffing Committee,

Councillors Tony Burns, John Clemow and Steve Parish.

You are summoned to attend the **Staffing Committee** meeting of **Colney Heath Parish Council** that will be held in The Studio of the Colney Heath Village Hall, 83 High Street AL4 0NS on **Monday 6th November at 7.30pm**. Your presence is summoned for transacting the business outlined below.

The meeting is open to all councillors, the press and public unless the Council do otherwise **RESOLVE** to enter private session where councillors who are not members of this Committee, members of the public & press are excluded.

Mrs Lisa Peters LCGI PSLCC CPFA CiLCA
Clerk to Colney Heath Parish Council



AGENDA

- | | |
|--------------------|---|
| 23/24 SC-01 | APOLOGIES & ANNOUNCEMENTS
To receive and accept apologies for absence |
| 23/24 SC-02 | DECLARATIONS OF INTEREST
a) To confirm no changes to registers of interests since the last Council/Committee meeting
b) To review and note any declarations of interest on items to be discussed |
| 23/24 SC-03 | QUESTIONS FROM THE PUBLIC
Members of the public may make representation, ask questions, or give evidence in respect of the business on the agenda or of this Committee for a maximum per item of 3 minutes. |
| 23/24 SC-04 | MINUTES OF THE PREVIOUS HR COMMITTEE MEETING
To confirm the minutes of the meeting held 27 th February 2023. |

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23/24 SC-05

STAFF MATTERS

To discuss, review or receive an update on staff matters that can be raised in the public session.

- a) Business Continuity Review
- b) Employment Handbook

23/24 SC-06

QUESTIONS FROM COMMITTEE

Committee may raise questions with the Clerk on staffing matters that members do not consider confidential.

23/24 SC-07

CONFIDENTIAL SESSION RESOLUTION

It is recommended that the following business is carried out in a Part 2 Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings Act 1960), the public and press be excluded from the meeting by the reason of its confidential nature. This will be subject to a resolution by the Committee.

23/24 SC-08

CONFIDENTIAL STAFF MATTERS RAISED BY MEMBERS OF THE COMMITTEE

- a) Overview of first 6 months
- b) Staff Job Descriptions
- c) Staff Contracts of Employment
- d) Grades of employees
- e) Timesheets
- f) Wages approval
- g) Other employment
- h) Staff policies

23/24 SC-09

CONFIDENTIAL STAFF MATTERS RAISED BY THE CLERK

- a) Confidential cashbook and staffing budget for 24/25
- b) Membership of the Staffing Appeals Committee
- c) Confidential staff matters as/if required

Due to the nature of the items to be discussed the Committee may, at any time resolve under the Public Bodies (Admission to Meetings) Act 1960, that the public and representatives of the press and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted.