

## DOCKING PARISH COUNCIL – PERSONNEL COMMITTEE AGENDA

Clerk: Mrs Michelle Wroth

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TO ALL MEMBERS OF THE PERSONNEL COMMITTEE



You are hereby summoned to the Meeting of the Personnel Committee, which will be held remotely via Zoom (Meeting ID: 912 363 7864, no password required) on **MONDAY 15<sup>TH</sup> MARCH 2021 STARTING AT 7.00 P.M.** to transact the business set out in the agenda. Members of the public and press are warmly welcome

### **AGENDA**

1. Appointment of Chair
  2. Welcome
    - a. Apologies for absence
    - b. Declaration of interest
    - c. Approve minutes – N/A due to first meeting of the committee
  3. Public Session
  4. Review and adopt the following procedures:
    - 4.1 Antbullying and Harassment Policy
    - 4.2 Equality and Diversity Policy
    - 4.3 Homeworking Policy
    - 4.4 Lone Working Policy
    - 4.5 Disciplinary Procedure
    - 4.6 Grievance Procedure
  5. Consider the risk assessments required for the Clerk role as an employee for example Workstation Risk Assessment
  6. Consider any new equipment required for the Clerk role
- Having regard to the confidential nature of the business to be transacted, the meeting is now not open the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960**
7. Training and development of staff and appraisal setting for the year
  8. Review of the Clerk’s contract including hours and rate of pay
  9. Items for inclusion in the next agenda
  10. Close

The agenda is issued 8<sup>th</sup> March 2021

Handwritten signature of Mrs Michelle Wroth

This agenda conforms to the Transparency Code 2015.