



## Notice of Plaistow and Ifold Parish Council's HR Committee Meeting

To: All Members of the Parish Council's HR Committee

I hereby give you notice that a Meeting of Plaistow and Ifold Parish Council's HR Committee will be held on **Tuesday 9<sup>th</sup> April at 20.00 Winterton Hall, Plaistow (after the Planning Committee Meeting).**

All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder. Members of the Press and Public are welcome to attend in person and if remote access is required please contact the Clerk.

Dated 4<sup>th</sup> April 2024

Yours faithfully

*J Bromley*

Jane Bromley

Clerk & RFO to the Council

## MEETING AGENDA

### BUSINESS TO BE TRANSACTED

Number	Item	Time
1.	<b>Apologies for absence &amp; housekeeping*</b> Recommendation: - To receive apologies for absence.	1 min
2.	<b>Disclosure of interests</b> Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council <a href="#">Code of Conduct</a> and the <a href="#">Localism Act 2011</a> , Chapter 7 ss.26 – 37 in relation to matters on the agenda.	2 mins
3.	<b>Minutes</b> Recommendation: - To approve the Minutes and Confidential of the HR Committee meeting held on <a href="#">12<sup>th</sup> December 2023</a> and resolve to sign via Secured Signing in accordance with Standing Order 12(g).	1 min

4.	<p><b>Employment Policy documents</b></p> <p>Recommendation: - To resolve to recommend to the full Council the following Policies referred to in the Clerk's employment contract and are necessary for the smooth running of the Council:</p> <ol style="list-style-type: none"> <li>1. Staff Recruitment and 1.1 Equal Opportunities Policy</li> <li>2. Staff Grievance Policy</li> <li>3. Staff Disciplinary Policy</li> <li>4. Staff Sickness and Absence Policy</li> </ol>	10 mins
5.	<p><b>Exclusion of Press and Public</b></p> <p>Recommendation: - To resolve to exclude the Press and Public from the meeting during the consideration of item 7, in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960, on the grounds that it may involve the likely disclosure of exempt information.</p>	1 min
6.	<b>Staff Matters.</b>	30 mins
7.	<b>Meeting reconvened.</b>	
8.	<b>Date of next meeting.</b>	