



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 12th December 2023** at **19:45 Winterton Hall, Plaistow.**

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.

Dated 5th December 2023

Yours faithfully

Catherine Nutting

Clerk & RFO to the Council

Remote Access

To join this meeting remotely, please follow the link:

<https://us02web.zoom.us/j/84910075262?pwd=RTRvdVc1TExVSlhzcVlxRXI1YjhzUT09>

Meeting ID: 849 1007 5262

Please email the Clerk for the password clerk@plaistowandifold-pc.gov.uk

The Zoom meeting may be paused if the Council resolves to exclude the Press and Public from the meeting 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.

MEETING AGENDA

BUSINESS TO BE TRANSACTED

Number	Item	Time
1.	<p>Apologies for absence & housekeeping*</p> <p>Recommendation: - To receive apologies for absence & housekeeping.</p> <p><i>*In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting could be recorded as an aide memoire for the Clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council, or one of its committees or sub-committees, will be deemed as the</i></p>	1 min

	<i>person having given consent to being recorded (photograph, film, or audio recording) at the meeting, by any person present. Persons who record the parish Council's meetings are reminded that the "Public Forum" period may not be part of the formal meeting and that they should take legal advice themselves as to their rights to make any recording during that period.</i>	
2.	Disclosure of interests 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 Code of Conduct and the Localism Act 2011 , Chapter 7 ss.26 – 37 in relation to matters on the agenda.	2 mins
3.	Minutes Recommendation: - To approve the Minutes of the HR Committee meeting held on 29 th November 2023 and resolve to sign via Secured Signing in accordance with Standing Order 12(g).	1 min
4.	Committee training and policy documents Recommendation: - To resolve to recommend to the full Council that Members attend HR training review and recommend key HR policy documents to full Council.	3 mins
5.	Contract Recommendation: - To resolve to approve the updated contract of employment.	3 mins
6.	Exclusion of Press and Public 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.	1 min
7.	Applications and shortlist for interview Recommendation: - To consider and score the applications received for the role of Clerk and RFO and resolve upon who shall be called to interview on 19 th December.	20 mins