

FOUR MARKS PARISH COUNCIL

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Wednesday 31st July 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Staffing Committee to be held at **Benians Pavilion** on Wednesday 7th August 2024 at 6.00pm for the purpose of transacting the undermentioned business.

Yours faithfully

Clerk

A G E N D A**1. ELECTION OF CHAIRMAN****2. APOLOGIES FOR ABSENCE****3. OPEN SESSION – PUBLIC PARTICIPATION**

An opportunity for members of the public to raise issues of concern or interest, to ask a question or to make a statement. Public participation will be conducted in accordance with Four Marks Parish Council's Standing Orders 3 (d) – (k), with no individual speaker exceeding a maximum of 3 minutes. All public participation, and the duration of this item will be at the discretion of the Chairman.

4. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, any matter in which you have a pecuniary interest. You must withdraw when the meeting discusses and votes on the matter.

5. STAFFING COMMITTEE MINUTES

5.1 To approve the Minutes of the Staffing Committee meeting held on Wednesday 17th April 2024.

6. TERMS OF REFERENCE

6.1 To review Committee Terms of Reference.

7. POLICY REVIEW

- 7.1** Absence Management Policy
- 7.2** Dignity at Work Policy
- 7.3** Grievance Policy
- 7.4** Health and Safety in the workplace
- 7.5** Lone Worker Policy
- 7.6** Staff Appraisal Scheme
- 7.7** Training and Development Policy

8. NEXT SCHEDULED MEETING; TBC