



LOCKING PARISH COUNCIL



The Parish Hall, Grenville Avenue, Locking BS24 8AR
Telephone: 01934 820786 Email: clerk@lockingparishcouncil.co.uk

Members of the Public and Press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1 extended by Local Government Act 1972 section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose and **providing that prior notice has been given to the Parish Clerk by 12noon on the Tuesday preceding the meeting.**

To: All members of Locking Parish Council's – Human Resources Committee

Dear Councillor

You are summoned to a **Meeting of Locking Parish Council's Human Resources Committee** on **14th October 2021** commencing at **7.30pm** at **Locking Parish Hall, Grenville Avenue, Locking** when the following business will be transacted:

Dawn Tremlett

Mrs Dawn Tremlett
Parish Council Clerk
7th October 2021

AGENDA

MATTERS FOR DECISION

- 1) **To Elect a Chairman**
- 2) **To Elect a Vice Chairman**
- 3) **To receive Apologies for absence and to approve reasons where appropriate.**
- 4) **To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations.**

PUBLIC PARTICIPATION

- 5) **To receive and hear any person who wishes to address the Committee**
The Chairman will select the order of the matters to be heard, each speaker will be limited to a period of 2 minutes (to a maximum of 10 minutes total public participation at the Chairman's discretion).

MATTERS FOR DECISION

- 6) **Minutes of Meeting:** To confirm the Minutes of meeting held on 12 April 2021
- 7) **Draft Grievance Policy/Procedure** – to agree the draft document and recommend for adoption by Full Council
- 8) **Draft Welcome/Induction Pack for new Councillors** – to agree the draft document (subject to any amendments) and recommend for adoption to Full Council
- 9) **Draft Staff Handbook** - to agree the draft document (subject to any amendments) and recommend for adoption to Full Council

10) To receive and agree the following draft documents relating to training for Councillors and Staff subject to amendments to agree to recommended adoption by Full Council

- a) Draft Training and Development Policy
- b) Draft Training Statement of Intent
- c) Draft Cllr Training need assessment form

11) Agree date for next Meeting

PART 11

Exclusion of press and public.

(The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item/s below by reason of the confidential nature of the item/s of business to be transacted, in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

12) Administrative Assistant

13) The Clerk

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability) Crime & Disorder, Health & Safety and Human Rights.