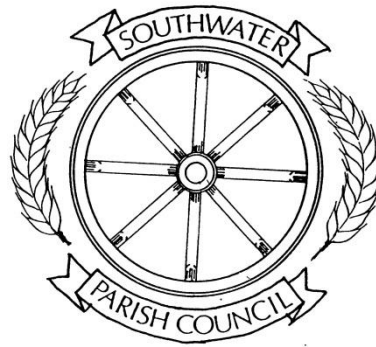


Southwater Parish Council



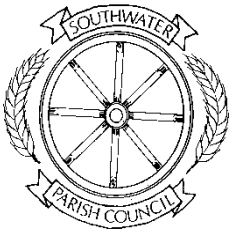
Human Resources Committee Agenda

Wednesday 20th September 2017, 7.30pm

Beeson House
Lintot Square
Southwater
Horsham
RH13 9LA

Committee Members

Cllr Graham Watkins (Chairman)
Cllr Michael Neale (Vice Chairman)
Cllr Laurie Apted
Cllr Geoff Cole
Cllr Pauline Flores-Moore
Cllr Clare Vickers



SOUTHWATER PARISH COUNCIL

Beeson House,
26 Lintot Square,
Fairbank Road,
Southwater,
West Sussex
RH13 9LA



Clerk: **Mrs. C.M. Tobin**
Cert.Ed.L.Pol.FILCM.,

Telephone No: 01403 733202 Fax: 01403 732420
Email: Catherine@southwater.net
Community Web Site: www.southwater-pc.gov.uk

You are hereby SUMMONED to the **HUMAN RESOURCES** Committee of the Parish Council, which will be held in **Beeson House, Lintot Square, Southwater, West Sussex, RH13 9LA** on **Wednesday 20th September 2017 at 7.30pm** when the following business will be considered and transacted.

11th September 2017

Clerk to the Council

Members of the public and press are welcome to attend

AGENDA

MINUTE REF	AGENDA REF		REPORT
HR01/09/17	1	PUBLIC PARTICIPATION To receive and act upon if considered necessary by Council comments made by members of the public.	1
HR02/09/17	2	APOLOGIES To receive both apologies and reasons for absence.	
HR03/09/17	3	DECLARATION OF INTERESTS To receive any declarations of Members' interests.	
HR04/09/17	4	CHAIRMAN'S ANNOUNCEMENTS To receive any announcement from the Chairman of the meeting.	
HR05/09/17	5	CORRESPONDENCE To receive and comments on correspondence received.	
HR06/09/17	6	DRAFT PARISH COUNCIL HR POLICIES & DRAFTS To discuss, comment upon, revise or approve Draft Policies produced following the Council's adoption of National Joint Council contracts in January 2017.	√

(Staff Handbook, Absence Management Policy, Employees Official Conduct & Confidential Reporting Policy, Dismissal & Disciplinary Procedures Policy, Social Media Internet Email and Telephone Policy, Employee Volunteering Policy, Equal Opportunities Policy, Flexible Working Policy, Grievance Policy, Compassionate Leave Policy, Confidentiality Policy, Dignity at Work Policy, Health & Safety Statement (Employees), Jury & Witness Service Policy,

Lone Worker Policy, Parental Leave Policy, Personal Safety Policy, Recruitment Policy, Non Council Work Activities Policy, Staff Postage/Photocopying Policy, Staff Notification of Personal Detail Changes Policy).

- HR07/09/17 **7 APPRAISALS FOR STAFF**** ✓
To discuss, comment upon, revise or approve the Draft Appraisal documentation and scheme in relation to staff appraisals.
- (Appraisal Policy, Notes/Guidelines on completing the appraisal and mid-year review, Record of Appraisal, Guide to Competencies and Performance Ratings, Record of 1-2-1 Meetings, Mid Year Assessment of Competencies, Linking Pay with Performance, Performance and Development Plan – Self Assessment Form, Your Guide to Performance Appraisal, Development & Supervision Scheme).
- HR08/09/17 **8 STAFFING STRUCTURE & REVIEW**** ✓
To discuss, and comment upon a Confidential Report received from the Clerk in relation to the current staffing structure and changes envisaged to ensure the better management of the Council in order to meet service delivery demand.
- HR09/09/17 **9 WEST SUSSEX PENSION SCHEME**
To discuss matters relating to the WSCC Local Government Pension Scheme.
- HR10/09/17 **10 DATE OF NEXT MEETING: To be advised**

****The press and public may be excluded from discussions in relation to this item due to these being considered of a confidential or contractual exempt nature. Documentation relating to these matters are exempt from publication.**