



12<sup>th</sup> February 2021

Members of Holymoorside  
& Walton Parish Council

Dear Councillor

You are respectfully summoned to attend the next meeting of the personnel committee, which will be held **REMOTELY following the rising of the finance committee meeting** Tuesday 23rd February 2021. **To access the meeting please use link;** <https://zoom.us/j/94678645042> (also sent out via e-mail so please check your spam folder, can be accessed by the agenda document on the website or by typing in the passcode on the zoom website) for the purpose of transacting the following business.

Any members who require a dispensation to address the meeting are kindly requested to contact me as soon as possible.

Yours sincerely

**K J Brailsford (Mrs)**

Clerk

**AGENDA PART 1 - non-confidential information**

PC268/20-21 **To receive apologies for absence**

PC269/20-21 **Variation of Order of Business**

PC270/20-21 **Public Questions** – (15 Minutes)

A period of not more than fifteen minutes will be made available for members of the public to comment on any matter

If County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter

Any Member with a significant other interest in an agenda item may speak on that item at this point in proceedings

*At no point will discussions take place except for clarification of the submission including points of information. Should a decision be required from the council the matter will be deferred for research and included on the next relevant agenda.*

PC271/20-21 **Declarations of Interest**

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time

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### PC272/20-21 **Exclusion of Public**

To determine which items, if any, from Part 1 of the agenda should be taken with the public excluded. If the council decides to exclude the public it will be necessary to pass a resolution in the following terms. 'That in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public be temporarily excluded because (reason given here) and they are instructed to withdraw'

### PC273/20-21 **Part 2 - Confidential Business**

To move the following resolution – 'That in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public be temporarily excluded because (reason given here) and they are instructed to withdraw'

- To receive a verbal report from the Chairman on recent personnel issues (previous minute reference PC236/20-21)
- Update on the clocking on machine/recording of hours (previous minute reference PC236/20-21)
- To note the NLW rates from April 2021 and its impact on the salaries from then
- To further discuss a temporary reduction in caretaking hours (previous minute reference PC236/20-21)
- Six monthly staff appraisal meeting-to confirm procedure