



17th February 2020

Members of Holymoorside
& Walton Parish Council
Personnel Committee

Dear Councillor

You are respectfully summoned to attend the next meeting of the personnel committee, which will be held on the rising of the finance meeting on Tuesday 25th February 20, at Holymoorside Village Hall, Holymoorside 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

- 1.0 **To receive apologies for absence**
- 2.0 **Variation of Order of Business**
- 3.0 **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.

4.0 **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

5.0 **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'

6.0 **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'.

- Consideration of HM Revenue & Customs Employer Bulletin February 2020-NMW from 1/4/2020 £8.72 and its impact on the review of staff contracts
- Consideration of the new draft staff contracts (confidential papers enclosed)
- Consideration of the new draft staff handbook (confidential papers enclosed)
- Verbal update and action taken on personnel issues following advice from the HR company