

BRAMPTON PARISH COUNCIL

CHAIRMAN: Alan Mellor



25th June 2024

Dear Member

A Meeting of the **Personnel Committee** will be held at 7.00pm on Tuesday 2nd July at the Memorial Centre, Thrapston Road, Brampton.

You are summoned to attend to deal with the following business.

AGENDA

1. Apologies for absence.
2. To agree the minutes of the meeting held on the 19th of February 2024.
3. New office staffing arrangements.
4. Return to work of maintenance caretaker, to consider change to the number of hours worked.
5. Ongoing staff requirements – change to times of hours worked by the caretakers to provide cover for early evening hirings.
6. To clarify the personnel to be contacted in case of emergencies relating to the hire/security of the buildings during out of office hours – evenings and weekends.
7. Training.
 - 6i) Clerk CiLCa
 - 6ii) To recommend to the Finance committee that the Clerk attends the Clerk's National Conference in October.
 - 6iii) Other training required.
8. Whatsapp group required for Councillors and office staff.
9. To update the Social Media policy.
10. To update the safeguarding and Vulnerable Adults policy.
11. To update the Grievance policy, NALC model.
12. To update the Disciplinary policy, NALC model.
13. Agenda items for the next meeting.

Susie Caney

Parish Clerk

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