



Newborough and Borough Fen Parish Council

Parish Clerk: Irene Healiss

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HR Committee Chairman: Mark Ormston

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NOTICE OF MEETING: HR Committee Meeting
TIME: 6 pm
DATE: Wednesday 6th March 2024
VENUE: The Foresters Room, Village Hall, Guntons Road, Newborough, PE6 7AJ

Members of the HR Committee are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Irene Healiss, Clerk to Newborough and Borough Fen Parish Council

Irene Healiss
29th February 2024

This meeting shall be closed under the **Public Bodies (Admission to Meetings) Act 1960 S1(2)**. A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of the business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings during which the resolution applies.

MEMBERS: 3

QUORUM:3

1. To accept apologies for absence.
2. To accept Parish Councillor declarations of interest for matters on the agenda.
3. To approve the minutes of the last meeting – June 19th 2023.
4. To adopt the sickness absence policy (NALC template)
5. To adopt the grievance policy (NALC template)
6. To adopt the disciplinary policy (NALC template)
7. To review the following policies: -
 - Health and Safety Policy
 - Homeworking policy
 - Equality and Diversity Policy
 - Data Protection Policy
8. To review committee terms of reference.
9. To discuss the Clerks ongoing training and study.
10. To arrange a date for the Clerks appraisal.
11. To accept notices and matters for the next agenda.

No decisions can lawfully be made under this item as per LGA 1972 s12 10(2) (b) which states that business must be specified.

Close of meeting – date of next meeting.

29th February 2024