



Dear Councillors Buxton, Cox, Elson, Fairbairn and Hall,

You are summoned to attend the next meeting of the **Personnel and Policy Committee** to be held on **Friday 12th January 2024, commencing at 10.30am**. This meeting will be held in the small hall of Balderton Village Centre.

Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings.

Marion Fox Goddard, Balderton Parish Clerk, Monday 8th January 2024

AGENDA

1. To elect a chair for this committee.
2. To receive apologies for absence.
3. Declarations of interest.
4. To resolve to close the meeting for discussion of exempt items 5-9. (Personnel).
5. To consider the staff reporting structure
6. To consider the proposed documents for recommendation to full council:
 - a. Sickness Absence Policy.
 - b. Appraisal forms.
7. To receive an update on staff sickness.
8. To receive an update from the clerk regarding human resources management, policies and procedures.
9. To consider the report regarding the Clerk's 13 week review and whether to accept the recommendations to be made to full council (Clerk to not be present).