

Bovingdon Parish Council

The Memorial Hall
High Street
Bovingdon
Herts
HP3 0HJ

Tel: 01442 833036
Email: bpc@dacorum.gov.uk

PARISH OF BOVINGDON NOTICE OF MEETING OF PERSONNEL COMMITTEE

Dear Councillor,

I hereby give you notice that the next meeting of the **PERSONNEL COMMITTEE** of the above named Parish will be held remotely via video conference on **WEDNESDAY 27 JANUARY 2021 STARTING AT 2.00 P.M.**

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Dated this day 21 January 2021

Mike Kember
Clerk to the Council

To:
Councillor Ben Richardson
Councillor Julie Steer
Councillor David Stent
Councillor Adrian Watney

Business to be transacted as on attached sheet

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Kember\Agenda__Personnel_Committee_27012021.docx

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TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

You are hereby summoned to the Meeting of the Personnel Committee, which will be held remotely via video conference on **WEDNESDAY 27 JANUARY 2021 STARTING AT 2.00 P.M.** to transact the business set out in the attached Agenda:

AGENDA

1. Apologies for Absence
2. Declaration of Interests linked to any of the items
3. Minutes of the Personnel Committee Meeting held on 27 October 2020 and matters arising
4. Review of the following procedures:
 - 4.1 Complaints
 - 4.2 Disciplinary
 - 4.3 Grievance
 - 4.4 Harassment
 - 4.5 Capability + Model Capability Procedure circulated by HAPTC (can be adapted as necessary)
 - 4.6 Equal Opportunities / Equality & Diversity Statement
 - 4.7 Model Sickness Policy produced by NALC for consideration
5. Contract of Employments / Job Descriptions
6. Staff appraisals – update
7. Health & Safety
8. Any other business
9. Date of next meeting if appropriate

To consider passing a resolution in the following terms:

Exclusion of the public

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Part II - That under S 4 (A) of the Public Bodies (Admissions to Meetings) Act 1960 the public be excluded during the item(s) in Part II of the agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during these items there would be disclosure to them of exempt information relating to contracts of employment:

Michael Kember is inviting you to a scheduled Zoom meeting.

Topic: Personnel Committee meeting

Time: Jan 27, 2021 02:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/83143851357?pwd=VDRXQjNSR3IrUIBIYXE0bEh5bHIZUT09>

Meeting ID: 831 4385 1357

Passcode: 459536