

HOGSTHORPE PARISH COUNCIL

An extraordinary meeting of the Parish Council will take place on

Monday 22 February 2021 at 6pm
Via a Zoom meeting

Join Zoom Meeting

<https://us04web.zoom.us/j/76014388688?pwd=ZWdSd08weU0zVVJiVFJUK3lJNVBOZz09>

Meeting ID: 760 1438 8688

Passcode: chxf96

This notice summons all members of the council to attend or submit their apologies to the clerk at the earliest opportunity.

Signed *Kerry Stafford*

Kerry Stafford – Clerk to the Council

Dated 15 February 2021

A G E N D A

1. Chairman's welcome
2. Apologies for absence and acceptance of any reasons given
3. Co-option of new Councillor – M Culley
4. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations
5. To resolve to appoint a third member on the Staffing Committee following the resignation of the Vice Chair and to agree the date of the first meeting
6. To adopt the terms of reference for the Staffing Committee
7. To adopt the following employment policies and procedures:
 - a. Appraisal form
 - b. Appraisals guidance
 - c. Disciplinary procedure
 - d. Equal Opportunities policy
 - e. Grievance procedure
 - f. Health & Safety policy
 - g. How to deal with employee sickness absence
 - h. Sickness Absence policy
8. To resolve on whether the Council will move into closed session to consider the following confidential staffing matter in accordance with the **Public Bodies (Admission to Meetings) Act 1960. *Should this resolution be passed the public and press will be required to leave the meeting at this stage***
9. To receive the Clerk's contract of employment and job description
10. To move out of closed session