**North Hinksey Parish Council**

Mrs Linda Morrison Allsopp, Clerk to the Parish Council Tel: 01865 861992 or 07494 054581
E-mail: clerk@northhinksey-pc.gov.uk Parish Office, First Floor, 5 Church Way, Botley, Oxford OX29TH

**A Meeting of the Personnel Committee will be held
at 7pm on Monday 25th July 2022 in the Seacourt Hall**

*This meeting is not open to members of the public due to its confidential nature.*

The current Committee consists of 5 members. A quorum is 3 members.

Linda Morrison Allsopp .
Linda Morrison Allsopp, Clerk to the Parish Council 19th July 2022

**AGENDA**

1. Apologies for Absence.
2. Declarations of Interest.
3. Approval of Draft Minutes of the Personnel Committee Meeting held on Thursday 21st April 2022.
4. Election of a Vice Chair:
5. To review documentation from the Clerk/RFO's review to confirm that due process has been adhered to, and that the report can be released for circulation to all Councillors (Paper 1)
6. To discuss and agree a draft Recruitment Procedure to take to full Council for approval based on the circulated template (Paper 2).
7. To discuss and agree a proposed NHPC Induction Procedures to take to full Council for approval based on the circulated template (Paper 3).
8. To discuss and agree the proposed NHPC Employee Review to take to full Council for approval based on the circulated template (Paper 4).
9. To discuss and agree draft amendments to North Hinksey Parish Council Recruitment Policy July 22 to take to full Council for approval based on the circulated template (Paper 5).
10. To discuss and agree an update to section 12 of the Terms of Reference for Committees based on the circulated proposals to incorporate new personnel policies to take to full Council for approval (Paper 6).
11. To discuss updates to the Caretaker's contract and agree required actions to implement these changes.
12. To discuss the content required in the new Relief Caretaker contract and agree appropriate related actions.
13. To discuss the implementation of new or revised personnel policies and procedures with reference to necessary notification and negotiations with staff members where it impacts on their terms of employment.
14. To agree a date for the next Meeting.