

Normandy Parish Council

Serving Our Community through working in Partnership

To Members of the HR Committee – Councillors Bob Hutton, Simon Schofield, Pat Tugwell and Paul Chillman

You are summoned to attend a meeting of NORMANDY PARISH COUNCIL **HR COMMITTEE** that will be held on **THURSDAY 15 FEBRUARY 2024** at **7.00pm** at **ROYAL BRITISH LEGION HALL** on **GUILDFORD ROAD, NORMANDY**

*The meeting is open to the press and public unless the council do otherwise resolve to enter private session where members of the public and press are excluded. During this meeting the public are allowed to film the Council/Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.*

Amanda Pick

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Clerk to Normandy Parish Council

Publication date: 08 February 2023

AGENDA

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| HR-01 | APOLOGIES
To receive and accept apologies for absence. |
| HR-02 | COMMITTEE MATTERS
a) To elect a Chairman
b) To elect a Vice Chairman
c) To note the terms of reference |
| HR-03 | DECLARATIONS OF INTEREST
To receive any declarations of personal and/or prejudicial interest from members regarding items on the agenda. |
| HR-04 | MINUTES OF PREVIOUS MEETINGS
To receive and adopt the minutes of the council meeting held on 22 August 2022 |
| HR-05 | QUESTIONS FROM THE PUBLIC
Members of the public may ask a question, make representation, or give evidence in respect of the business on the agenda for a maximum per item of 3 minutes. |
| HR-06 | EMPLOYMENT CONTRACTS
To note the refreshed model contract from NALC |
| HR-07 | POLICIES
To agree the Homeworking Policy |
| HR-08 | EXCLUSION OF THE PRESS AND PUBLIC
That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. |
| HR-09 | WORKING HOURS
To consider matters in relation to annual leave, time in lieu, hours worked, allocated hours |
| HR-10 | ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS
To receive any urgent information items and agree any items for inclusion on future council and/or committee agendas. |