

# 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 18 APRIL 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*

**Amanda Pick**

**Clerk to Normandy Parish Council**

**Publication date: 20 March 2023**

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## AGENDA

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| <b>HR-11</b> | <b>APOLOGIES</b><br>To receive and accept apologies for absence   |
| <b>HR-12</b> | <b>DECLARATIONS OF INTEREST</b><br>To receive any declarations of personal and/or prejudicial interest from members regarding items on the agenda.  |
| <b>HR-13</b> | <b>MINUTES OF PREVIOUS MEETINGS</b><br>To receive and adopt the minutes of the council meeting held on 15 February 2022   |
| <b>HR-14</b> | <b>QUESTIONS FROM THE PUBLIC</b><br>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.   |
| <b>HR-15</b> | <b>RISK ASSESSMENTS</b><br>To discuss and agree the following risk assessments:<br>a) Homeworking RA<br>b) Workstation RA   |
| <b>HR-16</b> | <b>POLICIES</b><br>To agree the Homeworking Policy  |
| <b>HR-17</b> | <b>NEW ROLE</b><br>To consider a finance/admin role   |
| <b>HR-18</b> | <b>EXCLUSION OF THE PRESS AND PUBLIC</b><br>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. |
| <b>HR-19</b> | <b>ANNUAL APPRAISALS</b><br>To receive an update on staff annual appraisals   |
| <b>HR-20</b> | <b>ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS</b><br>To receive any urgent information items and agree any items for inclusion on future council and/or committee agendas.  |