



North Horsham Parish Council

Roffey Millennium Hall,
Crawley Road, Horsham,
West Sussex, RH12 4DT

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2nd May 2024

NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE

Members of the Personnel Committee are respectfully summoned to attend an meeting of the Personnel Committee to be held at Roffey Milleinnium Hall, Crawley Road, North Horsham RH12 4DT on **Thursday 9th May 2024 commencing at 7.30pm**, for the transaction of the business shown on the agenda below. Press and public are welcome to attend.

Sarah Norman
Clerk to the Council

AGENDA

1. **Election of Chairman**
Decision : To elect a Chairman for the 2024/25 municipal year
2. **Election of Vice-Chairman**
Decision : To elect a Vice-Chairman for the 2024/25 municipal year
Public Forum
3. The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier
4. **Apologies for absence**
Decision : To receive apologies for absence
5. **Declarations of Interest**
See Clerk's report
Decision :To receive any Declarations of Interest from Members of the Council
6. **Minutes**
Circulated separately by e-mail or available on www.northhorsham-pc.gov.uk
Decision: To approve and sign the Minutes of the Personnel Committee Meeting held on 1st February 2024
7. **Chairman's Announcements**
See Clerk's report
Decision: To note Chairman's Announcements

8. Financial Matters - Personnel Committee only

See Clerk's report

Decisions: i) To review the financial position at 31st March 2024

9. Policies

See Clerk's report

Decisions: To review the following and recommend adoption to Council :

- i. **Absence Management Policy**
- ii. **Communications Policy**
- iii. **General Information and Workplace Rules Policy**
- iv. **General Privacy Policy**
- v. **Terms and Conditions of Service Policy**
- vi. **Training and Development Policy**

10. Date of next Meeting - (Scheduled)

The next meeting is scheduled for 25th July 2024.

11. Exclusion of Press and Public

Decision: To resolve that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to staff matters

12. Staffing Report

To receive a confidential report from the Clerk

Decisions: To note the report and agree any further action.