



Westbourne

Parish Council

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To Members of the HR Panel.

A meeting of Westbourne Parish Council's HR Panel will take place on Thursday 4 November at 7pm at The Meeting Place, North Street, Westbourne.

Clare Kennett, 29 October 2021

Clerk to the Parish Council

Agenda

1. Election of the Chair of the Panel: To receive nominations and elect a Chair.

2. Apologies for absence

3. Election of the Vice-Chair of the Panel: To receive nominations and elect a Vice-Chair.

4. Declarations of interest in the items on the agenda: To receive from Members declarations of interests in relation to the agenda and updates to the Register of Interests, as required by the Localism Act 2011 and the Parish Council's Code of Conduct for Members.

In accordance with the Local Government Act 1972 Schedule 12, the Council may decide by resolution to exclude the press and public from any part of the meeting under a Section Two item.

Section Two

5. HR documents: To receive a copy of the Clerk's CV, employment contract and job description. To agree to review the contract and job description if necessary.

6. Clerk's salary: To review the Clerk's salary, with consideration to the circulated documents, and make a recommendation to Full Council.

7. HR policies: To agree to write a sickness absence policy for consideration at the next HR Panel, as well as any other required policies (templates available at <https://www.nalc.gov.uk/members-area/templates>).

8. Appraisal: To review the last appraisal carried out in December 2020, agree any updates to the appraisal policy and template, and to set a date for the next appraisal.

9. Announcements and items for the next agenda: To note items, submitted prior to the start of the meeting, brought forward by permission of the Chair.

10. Date of next meeting: To agree the date of the next meeting.