

MARCHAM PARISH COUNCIL

PERSONNEL COMMITTEE

To: All Members of the Personnel Committee

You are hereby summoned to attend a meeting of the Personnel Committee to be held in the Baptist Hall, Packhorse Lane, Marcham on Wednesday 29th May, 2019 at 7.30 p.m. for the transaction of the business stated below.

Mrs. L.A. Martin  
Clerk of the Council  
(Tel: 01865 391833)

Orchard House,  
90 Howard Cornish Rd.,  
Marcham,  
Abingdon,  
Oxon. OX13 6PU

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A G E N D A

1. Apologies for Absence
2. Declarations of Interest
  - a) To receive declarations of interest from councillors on items on the agenda under consideration at this meeting.
3. Terms of Reference
  - a) To review the Terms of Reference for the Personnel Committee.
  - b) To recommend any amendments be adopted by the Parish Council.
4. Personnel Sub-Committee
  - a) To consider and adopt the Terms of Reference for the Personnel Sub-Committee
  - b) To appoint the members of the Personnel Sub-Committee
5. Personnel File
  - a) To consider creating a confidential Personnel File for use by the Personnel Committee and the Personnel Sub-Committee.
6. Training
  - a) To identify the training needs of members of the Personnel Committee and Personnel Sub-Committee, and to resolve to secure suitable training courses.
7. Exclusion of the Public
  - a) To resolve to exclude members of the public and the press from the meeting under the Public Bodies Admission to meetings Act 1960 for reasons of employee confidentiality under the Data Protection Act 1998.

8. Staffing Structure
  - a) To review the staffing structure.
9. Matters raised by members for information
10. Date of Next Meeting  
To decide the date of the next meeting of the Personnel Committee.