



A G E N D A

To all members of the Council, Press and Public

Members are hereby summoned, and notice is given that the

MEETING OF THE HR COMMITTEE will be taking place on 20th October 2023 at 10am in the Parish Office, Egremont Road when it is proposed to transact the following business:

Reports from members of the public

This is a concessionary short session before the meeting commences and will be limited to 15 minutes. Three minutes per person will be allowed and only if time permits will further comments be heard. This is a for information session only and no action can be taken upon those items raised (15 mins)

1. Declarations of intention to record

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk. Details of our full recording policy can be found on our website.

2. Apologies and absences

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk or the Administrator prior to the meeting.

3. Declaration of Interests, Dispensations, or Lobbying

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. To consider any Dispensation requests received by the Parish Clerk and not previously considered.

4. Signing of the Minutes of the last meeting

Minutes from the HR meeting 2nd October 2023

5. To resolve to go into closed session and to exclude the press and public at item 6, Public Bodies (Admissions to Meetings) Act 1960 in accordance with standing order 10 (xi) for consideration of HR matters.

6. Closed Session.

- a. Office structure review including hours needed to support Council.
- b. Pay grades.
- c. Staff Contracts.
- d. Appraisals.
- e. Outset HR Support.

Signed:

Joanne Upton

Clerk to Bearsted Parish Council.

16th October 2023

Tel: 01622 630165