

KIDLINGTON PARISH COUNCIL

Exeter Hall, Oxford Road, Kidlington, OX5 1AB

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To: All Members of the Personnel Sub Committee

You are requested to attend a meeting of the Personnel Sub Committee to be held at Exeter Hall on Wednesday 24 April 2024 at 9.30am

AGENDA

1. To receive apologies for absence
2. To receive disclosures of personal and prejudicial interests from councillors on matters to be considered at the meeting.
3. To resolve that the minutes of the Personnel Sub Committee meeting held on 25 March 2024 are a correct record (**attachment**)
4. Public Participation– 10 minutes are set aside at the beginning of the meeting for members of the public or press to ask questions or make comments related to items on this agenda. This must be done in person and each question or comment should be less than 5 minutes in length. All members of the public intending to speak will be required to identify themselves. Priority will be given to Kidlington residents; non-residents may only speak at the discretion of the Chair. After the first ten minutes of the meeting members of the public may only speak by invitation of the Chair. **Due to the confidential nature of the business to be discussed the public and press will be excluded from the meeting following item 5.**
5. To consider HR documents prepared by the Council's HR consultants in conjunction with the Clerk: Staff Handbook, Model Contract, Disciplinary and Grievance Policy, Disciplinary Procedure, Grievance Procedure (**attachments x 5**)
6. To consider report prepared by the Clerk regarding KPC staffing (**attachment**)
7. To consider confidential reports regarding the Clerk's appraisal and Occupational Health Assessment (**attachments x 3 – OH Assessment, Stress Assessment, Clerk's report**)

Rachel Faulkner
18 April 2024

Clerk to the Council