

Kidlington Parish Council

Exeter Hall, Oxford Road, Kidlington OX5 1AB

Tel: 01865 372143 www.kidlington-pc.gov.uk



To: All Members of the Personnel Committee

You are requested to attend a meeting of the Personnel Committee to be held at Exeter Hall on Friday 1 November 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 12 August 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 4.**
5. Clerk's update on current staffing and any issues to report to committee.
6. To review new staff contracts provided by HR consultant (attachment).
7. To review the new Sexual and General Harassment Policy (attachment).
8. To consider paperwork and timetable for staff appraisals (attachment x 4)
9. To review Grievance procedure (attachment)
10. Date of next meeting – early February 2025

Rachel Faulkner

Clerk to the Council

24 October 2024