

EVERCREECH PARISH COUNCIL NOTICE OF MEETING

To all Members of Evercreech Parish Council Staffing Committee I hereby summons you to attend the meeting of Evercreech Parish Council Staffing Committee on Tuesday 15th January 2019 at 7.00pm in the back room of the village hall. Members are reminded that Evercreech Parish Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and disorder, Health and Safety and Human Rights.

AGENDA

- 1. Election of Chairman**
- 2. Apologies for Absence**
- 3. Declarations of Interest and Dispensation**
- 4. Confirmation of the Minutes of the Parish Council Staffing Committee Meeting of 17th May 2018**
- 5. Open Session**
- 6. To Prepare a Council Harassment Policy to be adopted by Full Council at 5th February 2019 Meeting to comply with Employers duty of care.**

Please note the following agenda items will be discussed in closed session due to the nature of items to be discussed (public to leave meeting).

- 7. To Review Communications between Staff, Councillors and Members of the Public.**
- 8. To Review March 2018 Staff Appraisal by answering outstanding Clerk question to enable March 2018 Staff Appraisal to be signed off by both Clerk & Staffing Committee.**
- 9. To Review and Consider Updating Contract of Clerk and RFO in order to present to Full Council at 5th February 2019 Meeting for adoption.**

Items for Next Agenda

Date & Time of Next Meeting – date to be agreed for next meeting.

CLOSE OF MEETING.

Clerk – Michelle Phillips 01749 347681