

OAKINGTON & WESTWICK PARISH COUNCIL

Notice of Meeting	Oakington & Westwick Parish Council – Personnel Committee
Date / Time	Monday 24 June 2024 at 7pm
Venue	Oakington Sports Pavilion, Queens Way, Oakington

All members of the Personnel Committee are hereby summoned to attend the meeting for the purposes of considering and resolving the business to be transacted at the meeting, as set out below.



Laura Lawrence – Clerk
18 June 2024

Agenda

Item			Time
24-25 P1	To elect a Chair of the Personnel Committee for 2024/25	For decision	1
24-25 P2	To receive and approve apologies for absence	For decision	1
24-25 P3	To receive declarations of interest & dispensations - To receive declarations of pecuniary interest from Councillors on items on the agenda - To receive any requests for dispensations and grant any as appropriate.	For decision	1
24-25 P4	To approve minutes of the Personnel Committee meeting held 12 October 2024	For decision	2
24-25 P5	Matters arising from meeting held 12 October 2024	To note only	2
24-25 P6	To elect two members to undertake the Clerk’s annual appraisal and to set a date.	For decision	5
24-25 P7	To review the following policies: <ul style="list-style-type: none"> • Equality & Diversity policy • Health & Safety policy • Disciplinary procedure • Grievance procedure • Lone working policy • Dignity at work/Bullying & Harassment policy • Volunteer policy 	For decision	10
24-25 P8	To agree the date for the next Personnel Committee meeting	For decision	1