

## OAKINGTON & WESTWICK PARISH COUNCIL

<b>Notice of Meeting</b>	<b>Oakington &amp; Westwick Parish Council – Personnel Committee</b>
<b>Date / Time</b>	<b>Monday 24 October, 6.45pm</b>
<b>Venue</b>	<b>Oakington Sports Pavilion, Queens Way, Oakington</b>

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 October 2022

### Agenda

<b>Item</b>			<b>Time</b>
<b>22-23 P8</b>	<b>To receive and approve apologies for absence</b>	For decision	1
<b>22-23 P9</b>	<b>To receive declarations of interest &amp; dispensations</b> - 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
<b>22-23 P10</b>	<b>To approve Minutes of the Personnel Committee meeting held 21 June 2022</b>	For decision	2
<b>22-23 P11</b>	<b>Motion to Exclude: To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting due to the confidential nature of the business to be transacted at items P12 &amp; P13</b>	For decision	1
<b>22-23 P12</b>	<b>To report on Clerk’s annual appraisal meeting</b>	To note only	10
<b>22-23 P13</b>	<b>To review Clerk’s job description</b>	For decision	5
<b>22-23 P14</b>	<b>Motion to Re-Admit the Public and Press: To resolve that, the confidential business having been concluded, the press and public be re-admitted to the meeting</b>	For decision	1
<b>22-23 P15</b>	<b>To review the following policies:</b> <ul style="list-style-type: none"> <li>• Equality &amp; Diversity</li> <li>• Health &amp; Safety</li> <li>• Disciplinary &amp; Grievance</li> <li>• Volunteers</li> </ul>	For decision	10
<b>22-23 P16</b>	<b>To adopt the following policies:</b> <ul style="list-style-type: none"> <li>• Lone working</li> <li>• Dignity at work/Bullying &amp; Harassment</li> </ul>	For decision	10
<b>22-23 P17</b>	<b>To agree the date for the next Personnel Committee meeting</b>	For decision	1