



CHOBHAM PARISH COUNCIL

The Clerk, Chobham Parish Pavilion, Recreation Ground, Station Road
Chobham, Woking, Surrey GU24 8AJ

Tel: 01276 856633

Email: clerk@chobhamparishcouncil.org Website: www.chobhamparishcouncil.org

To: The Members of Chobham Parish Council's Personnel Committee

You are hereby summoned to the Ordinary

Meeting of the Personnel Committee meeting to be held on

Thursday 19th March 2020 in the **Parish Pavilion** at **7.30pm**

Parish Clerk

Meeting called on 12th March 2020

AGENDA

1. **Apologies for absence**
2. **Declarations of Interest** Members are invited to declare any disclosable pecuniary interests or non-pecuniary interest in respect to matters being considered at the meeting.
3. **To APPROVE the minutes of the Personnel Committee Meeting** held on 29th January 2019
4. **To APPROVE the terms of reference for ratification at the full Council meeting**
5. **To REVIEW the following policies:**
 - Health and Safety
 - Sickness and absence
 - Equality
 - Lone Working
 - Grievance
 - Discipline
6. **To REVIEW the Staff's pensions contributions for ratification at the full Council meeting**

Please note that this meeting may be digitally recorded as an aid to confirming the accuracy of Council records.

Exclusion of the press and public under the Public Bodies (Admission to Meetings) Act 1960 Section 1(2):

The Council wishes to exclude the press and public from the Meeting at this point prior to the consideration of the following item by reason of the confidential nature of the business to be transacted:

CONFIDENTIAL MATTERS

7. **To APPROVE the Confidential Minutes of the meeting held on 29th January 2019**
8. **To APPROVE changes to Staff's job descriptions and employment contracts**
9. **To NOTE the Parish Administrator's and Planning Administrator's appraisals**
10. **To REVIEW the Caretaker's, Parish Administrator's and Planning Administrator's salary**
11. **To NOTE the Clerk's appraisal and REVIEW her salary (Clerk to leave the meeting)**