



CHOBHAM PARISH COUNCIL

The Clerk, Chobham Parish Pavilion, Recreation Ground, Station Road
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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

Tuesday 30th January 2018 in the **Parish Pavilion** at **7.30pm**

Parish Clerk

Meeting called on 24th January 2018

AGENDA

1. To elect the Chairman for the ensuing year
2. To elect the Vice- Chair for the ensuing year
3. Apologies for absence
4. **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.
5. To **APPROVE** the minutes of the **Personnel Committee Meeting** held on 24th January 2017
6. To **APPROVE** the terms of reference
7. To **ADOPT** the following policies:
Health and Safety
Sickness and absence
8. To **REVIEW** the following policies:
Equality
Lone Working
Grievance and Discipline
9. To **DISCUSS** the staff's pensions contributions

*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

10. To **APPROVE** the Confidential Minutes of the meeting held on 24th January 2017
11. To **NOTE** changes to Staff's job descriptions and employment contracts
12. To **NOTE** the Parish Administrator's and Planning Administrator's appraisals

13. To REVIEW the Caretaker's, Parish Administrator's and Planning Administrator's salary

Clerk to leave the meeting

14. To NOTE the Clerk's appraisal and REVIEW her salary

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