



Coxhoe Village Hall
Front Street East, Coxhoe
Durham, DH6 4DB
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30th May 2018

Dear Member,

You are hereby summonsed to attend a meeting of Coxhoe Parish Council's HR Committee in the Parish Room, Coxhoe Village Hall, on TUESDAY 5TH JUNE 2018 at 6.00 pm for the purpose of transacting the following business:

C Llewelyn

Claire G Llewelyn
Clerk to the Council

AGENDA

- 1 To elect a Chair
- 2 To accept apologies for absence
- 3 Declarations of interest in items on the agenda
- 4 Minutes of last meeting (enclosed)
- 5 HR Committee Terms of Reference
- 6 Staff Contracts Model contract (already circulated)
- 7 Agreement of Staffing Policies Annual Leave Policy (enclosed)
Dignity at Work Policy (to follow)
Lone Working Risk Assessment (enclosed)
Bereavement Policy (enclosed)
- 8 *The following item is classified as being of a confidential nature in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point of the agenda all members of the press and the public will be asked to leave the meeting room.*
Strategic Staffing Review Update to follow
- 9 Date and time of next meeting: **TO BE CONFIRMED**
- 9 **TO: MEMBERS OF THE HR COMMITTEE**

