



Coxhoe Village Hall  
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9th October 2019

**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 WEDNESDAY 16th OCTOBER 2019 at 6.00 pm for the purpose of transacting the following business:**

*C Llewelyn*  
Claire G Llewelyn  
Clerk to the Council

## AGENDA

- 1 To receive apologies and to approve reasons for absence
- 2 Declarations of interest in items on the agenda
- 3 To confirm the minutes of the meeting held on 17th July 2019 Enclosed
- 4 Agreement of staffing policies and HR documents  
Self certification form (enclosed)  
Councillor and Staff Handbooks (verbal update)
- 5 Health and Safety Report enclosed  
Display screen equipment (verbal update)

The following items are 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.

- 7 Staffing levels and budget Report enclosed
- 8 Review of office accommodation and opening hours Report enclosed
- 9 Home working and display screen equipment assessments Sent by email
- 10 Clerk line management and annual appraisal Report enclosed
- 11 Date and time of next meeting: **Wednesday 15th January 2020 at 6.00pm**  
**Coxhoe Village Hall**

**TO: ALL MEMBERS OF THE HR COMMITTEE CLLRS BROWN, HEDLEY, LAVELLE,  
LOWES, SIMPSON (Other circulation for information only)**

The Press and Public are very welcome to attend this meeting.

Councillors are asked to note that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity.