



Coxhoe Village Hall
Front Street East, Coxhoe
Durham, DH6 4DB
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8th January 2020

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 15th JANUARY 2020 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 16th October 2019 Enclosed
- 4 Agreement of staffing policies and HR documents
List of HR policies and procedures (report enclosed)
- 5 Health and Safety 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.

- 6 Staffing levels and budget Report enclosed
- 7 Recruitment Report to follow
- 8 Staffing insurance Report enclosed
- 9 Clerk line management
- 10 Date and time of next meeting: **Wednesday 22nd April 2020 at 6.00pm**
Coxhoe Village Hall

**TO: ALL MEMBERS OF THE HR COMMITTEE CLLRS D 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.