



Coxhoe Parish Council
Coxhoe Village Hall
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11 October 2024

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

To Members of the Parish Council's Human Resources Committee: Councillors Lowes, Harden, Lavelle, Simpson and Spencer.

You are hereby summonsed to attend a Meeting of the above Committee on **Wednesday 16th October at 6.00pm in the Parish Room at Coxhoe Village Hall** for the purpose of transacting the following business:

S Taylor
Sophie Taylor
Clerk to the Council

Agenda

1 To note the Parish Council Public Participation Policy

2 To note apologies

3 Declarations of interest in items on the agenda (state whether the interest is a disclosable pecuniary, other registerable or other non-registerable interest, & the nature of the interest)

4 To confirm the minutes of the meeting of the Human Resources Committee held on the 12th July 2023.

5 Public Participation

6 Staff Job Descriptions

a) Approve Youth Staff Job Descriptions

7 Training Needs

a) Review upcoming training and training undertaken
b) Review training budget

8 To consider a resolution that 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, if agreed, all members of the press and public would be asked to leave the meeting

9 Staff Appraisals

- a) Clerks Appraisal
- b) Admin Officer Appraisal
- c) Youth Staff Performance Reviews

10 Staffing Structure, Salary Scales and Budget

- a) Review current structure of Youth Provision
- b) Review Salary Scales and projections against budget

11 Date and time of next meeting: Wednesday 15 January 2024 6.00pm at Coxhoe Village Hall.

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.