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**To: Cllrs D Woodbury (Chairman), C Wyer (Vice Chairman), A Forgan, H Mallinder, C Withers, and K Wyer**

You are hereby summoned to attend **a virtual meeting** of the Combe Martin Parish Council Personnel Committee, which will be held at **7pm** on **Monday 28 September 2020, using the Zoom platform to provide video and audio conferencing** for the purpose of transacting the following business.

**Parish Clerk**

Date of issue 23 September 2020

AGENDA

1. Apologies

(Please make any apologies known to the Clerk)

1. Declarations of interest

To receive declarations of personal interests and disclosable pecuniary interests (DPIs) in respect of items on this agenda. Members are reminded that all interests:

* Should be declared at the beginning of the meeting.
* Should be declared prior to the item being discussed.
* Must be declared on the “Register of Interests”, form at the meeting, when making a declaration. (Form available at the meeting).
1. To consider any requests for dispensations
2. Exclusion of Press and Public

To resolve under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information.

1. Recruitment

To consider the options regarding the recruitment of a Finance Officer.

1. Local Government Services’ Pay Agreement 2020-21

To consider implementing the pay agreement 2020-21 increasing pay for all staff, and annual leave for staff with less than 5 years’ service.

1. To review a decision made by the Personnel Committee on Tuesday 21 October 2014 relating to employee, A001.

A copy of the minutes of the Personnel Committee dated 21 October 2014 shall be circulated to councillors ahead of the meeting.

1. Job Evaluation and Resources Review

To review Council operations and carry out a job evaluation for all staff.

1. Traineeship Programme – Youth Employment

To consider the Department for Education’s Traineeship Programme and suitability for Combe Martin Parish Council.

Traineeships support young people to develop the skills for apprenticeships, sustainable employment, and further learning.

1. Disciplinary Rules and Procedure, and Grievance Procedure

To consult with staff on proposed changes to the Parish Council’s Grievance and Disciplinary rules and procedures to bring them into line with the 2019 National Association of Local Council’s Grievance and Disciplinary policies.