

CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to a **HR MEETING** to be held at the Parish Council offices, Gravel Hill, Chalfont St Peter on Thursday 22nd July 2021 at **7.30pm**



Please **DO NOT** attend if you or anyone in your household has had COVID-19 symptoms in the last 7 days. The main symptoms of COVID are –

- A high temperature – this means you feel hot to the touch on your chest or back (you do not need to measure your temperature)
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours.
- A loss of change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

All participants will be requested to use hand sanitiser when entering and leaving the building, and encouraged unless speaking to wear a mask for the safety of all those attending the meeting.

AGENDA

Cllr Darby, Cllr Dickson, Cllr Hatton, Cllr Jha, Cllr North, Cllr Rush and Cllr Shinner.

1. To elect the Chairman of the Human Resources Committee.
2. To elect the Vice Chairman of the Human Resources Committee.
3. To receive apologies
4. To receive Declarations of Interests
5. To approve the minutes of the previous HR meeting which took place on the 18th February 2021.
6. To review outstanding actions from previous meetings.
 - 46a Cllr Smith to take forward the suggestions for discussion with regards the LGPS. Update at action 10.
 - 51a Clerk to change the date on the Haywarden vacancy post to an open ended date. **COMPLETED**
 - 51b Clerk to advertise the planning & admin post ASAP with a start date if possible in April. **COMPLETED**

7. To receive an update on the appointment to the Haywarden role.
8. To discuss and agree a course of action to ensure staff safety with COVID 19 restrictions being lifted on the 19th July .
9. To discuss and agree to devolve the funds earmarked for contractors to assist the Haywarden whilst he is on his own to the Open Spaces Committee to manage.
10. To resolve that in view of the confidential nature of the business to be transacted it is advisable in the public interest, that the press and public be temporarily excluded, and they are instructed to withdraw (Public Bodies (Admissions to Meetings) Act 1960 s1)
11. To receive an update on the LGPS position and discuss and agree a course of action.