

CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to attend to a **HR COMMITTEE** meeting, to be held at the Parish Council chambers, Gravel Hill, Chalfont St Peter on **Wednesday 8th November at 7.30pm**



AGENDA

Cllr Longshaw (Chairman), Cllr Jha (Vice Chairman), Cllr Darby, Cllr Dickson, Cllr Hatton, Cllr Rush
Cllr Shinner, Cllr Sahota and Cllr Smith.

THE CHAIRMAN WILL ISSUE FIRE EXIT INSTRUCTIONS IN THE EVENT OF A FIRE

10. To receive apologies.
11. To receive declarations of Interests.
12. To approve the minutes of the previous HR meeting which took place on the 22nd June 2023
13. Actions from previous meetings.
 - 8 ACTION - Clerk to write a process chart with dates for both the Clerk and Staffs performance review **COMPLETED**
14. To discuss and agree the order of Councillors to call from the reserves list in the event the HR committee is not quorate.
15. To review the timetable for the appraisal process 2023/4.
16. To review and agree the first draft HR budget for 2024/5.
17. 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).