



Tickton & Routh
Parish Council
Working and Playing Together

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Dear Councillors appointed to the Personnel Committee

You are summoned to attend a meeting of Tickton & Routh Parish Council **Personnel Committee** which will be held in the Small Room, Tickton Village Hall on Monday, 20 November 2023 at 7:00pm.

Michelle Middleton

Michelle Middleton (Clerk to the Council)

14 November 2023

AGENDA

1. **Apologies** - To receive and approve any apologies for absence.
2. **Notes** - To receive notes of the Personnel meeting held on of 14 November 2022.
3. **Declaration of Interests** - To note any pecuniary and non-pecuniary interests in respect of items on this agenda and the nature of those interests.
4. **Election of Chair of the Personnel Committee**
5. **PRIVATE SESSION (PART II)** - To consider resolving to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) for the next item(s) on the agenda as it relates to confidential or staffing matters.
6. **National Pay Agreement 2023/24** – To receive and note agreement documentation.
7. **Performance Review** - To consider the Clerks performance in line with Contract (Clause 5. II.) and to inform agenda item 7.
8. **Review of Employee Salaries 2024/25:** - To consider and agree recommended changes for approval by the Parish Council in preparation for preparing the budget.
9. **Appraisal 2024/25** - To appoint two Councillors to undertake the Clerks appraisal in 2024.
10. **Personnel Policies** – To agree timetable for review of Personnel policies for approval by Full Council.
11. **Date of Next Meeting** - To be agreed.

Members: Cllr Dickson; Cllr Hadley; Cllr Oliver; Cllr Vickers & Cllr Warren.