



**A Meeting of Batheaston Parish Council Human Resources Committee
is to be held at 7:15pm on Monday 8th January 2024**

This meeting will be held at the Rhymes Pavilion, Coalpit Road, BA1 7NW

AGENDA AND NOTICE OF MEETING

PROCEDURAL MATTERS

1. **Public participation** regarding matters on the agenda.
2. **To receive** apologies for absence.
3. **To receive** any declarations of interest from Councillors.
4. **To approve** the draft minutes of the meeting of the Committee held on Monday 4th December 2024. (Clerk, A)

POLICY MATTERS

5. Resourcing Review

- 5.1. **To receive** a paper from the Clerk setting out current situation, and some questions for consideration (Clerk, A)
- 5.2. **To approve** recommendations for action, including for any change that has financial impact to seek approval from Full Council.

6. Employment Contracts

- 6.1. **To note** that updated contracts have been signed with all Council staff. (Clerk, A)

7. HR Policies

- 7.1. **To receive** a report from Clerk confirming the policies in place, and the priorities for approval of any remaining policies. (Clerk, A)
- 7.2. To approve a Draft Procedure for Annual Leave. (Clerk, A)
- 7.3. To approve a Draft Review and Appraisal Policy. (Clerk, A)

8. Clerk's Report

- 8.1. **To receive** a report from the Clerk. (Clerk, A)

Council meetings are open to the public, and members of the public
are welcome to join and may speak by invitation

Signed: -  Parish Clerk

Date issued: 3rd January 2024