*Clerk and Responsible Financial Officer to the Council: Jennifer Spear*

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**Members of the Personnel Committee are hereby summoned to attend a Personnel Committee Meeting taking place at the in the The Village Hall Plough Road Great Bentley Colchester CO7 8LG** **on Tuesday 19th September 2023 at 13:00am for the purpose of transacting the following business:**

**Members of the press and public are welcome to attend.**

Signed

Jennifer Spear

Clerk and Responsible Financial Officer to the Council 13th September 2023

**AGENDA**

**09.17.23** To Receive and approve any Apologies of Absence

**09.18.23** To Receive any declarations of interest

**09.19.23** Minutes of the Personnel Committee Meeting from the 28th June 2023 meeting (previously circulated) to be approved and signed.

**09.20.23** Public Participation session with respect to items on the agenda and matters of mutual interest (time limited to 15 minutes.

**09.21.23** Policies - to discuss and agree the following Policies

a) To review the Great Bentley Parish Council Privacy Notice

b) To review the Co-option Policy

c) To review the Disciplinary Policy and procedure

d) To review the Whistleblowing Policy

e) To review the complaint procedure and Policy

f) To review the Equality and Diversity Policy

g) To review the expenses policy

h) To review the Grievance Policy

i) To review the Sickness & Absence Policy

09.22.23 To discuss amending the Memorial Policy section to allow for other representatives to place memorials not just family members or executives of a will.

**This section of the meeting is closed to the public (Public Bodies (Admissions to Meetings) Act 1960, s 1 (1) g) – discussing Staffing Management**

**09.23.23** To discuss the Clerks Annual Performance Review.

**09.24.23** To confirm date and time of next meeting.