*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 Mitchell Room at The Village Hall Plough Road Great Bentley Colchester CO7 8LG** **on Wednesday 10th July 2024 at 12:30pm 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 03rd July 2024

**AGENDA**

**07.01.24 To Elect a Chair of the Personnel Committee**

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

**07.03.24 To Receive any declarations of interest**

**07.05.24 Minutes of the Personnel Committee Meeting from the 30th January 2024 meeting (previously circulated) to be approved and signed.**

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

**07.05.24 To discuss and review the following policies and procedures and to agree their next review date:**

a) To review the Disciplinary Policy and procedure

b) To review the Whistleblowing Policy

c) To review the complaint procedure and Policy

d) To review the Equality and Diversity Policy

e) To review the expenses policy

f) To review the Grievance Policy

g) To review the Sickness & Absence Policy

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

**07.06.24 To discuss the clerks Annual Appraisal.**

**07.07.24 To Confirm the date for the Assistant Clerks Yearly Appraisal**

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