



PINCHBECK PARISH COUNCIL

Personnel Committee

Notice is hereby given, and all members of the Personnel Committee are summoned to attend a meeting to be held at 19:00hrs Monday, 21 July 2025 at Pinchbeck Community Hub & Library.

Robert Smith

Clerk

Pinchbeck Parish Council

16 July 2025

clerk@pinchbeck-pc.gov.uk

Under the Personnel Committee's terms of reference, the meeting will be opened in closed session due to reasons of confidentiality (as matters may relate to employment conditions, grievance or disciplinary proceedings, or personal matters), in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2).

AGENDA

1. Apologies for absence.
2. Declarations of pecuniary or other interests and requests for dispensation.
3. To approve the [minutes](#) of the previous meeting.
4. Staffing documentation.
 - .01 Employment contracts.
 - .02 Job descriptions.
 - .03 Work schedules.
 - .04 Use of Croner HR system.
5. To consider HR Policies.
 - .01 Training.
 - .02 Grievance & Disciplinary.
 - .03 Hybrid Working Policy
 - .04 Other.
6. Office Administration.
 - .01 Telephone & broadband arrangements.
 - .02 Other.
7. Personnel Risk Assessments.
 - .01 Display Screen Equipment.
 - .02 Home Working.
 - .03 Other.
8. Agenda items for future meetings.
 - .01 Staff annual appraisals.
 - .02 Annual Salaries Budget (for October completion).
 - .03 Other.
9. Dates of future meetings.