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**NOTICE IS HEREBY GIVEN** that a meeting of Kippax Parish Council's Personnel Advisory Committee is to be held **Monday 4<sup>th</sup> September 2023 at 6:30pm** in the Valley Ridge Community Centre

The business to be transacted at this meeting is set out below

*D Meir*

**Kippax Parish Council Clerk & Proper Officer**  
**Tuesday 29th August 2023**

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### **AGENDA**

**001/PR/2324. Election of Chairman and Vice Chairman**

- a. To receive nominations and elect a Chairman
- b. To receive nominations and elect a Vice Chairman

**002/PR/2324. Apologies:**

- a. To note apologies received
- b. To approve any reasons for absence

**003/PR/2324. To Note any Declarations of Interest:**

- a. To note declarations interests not already declared under members code of conduct or members register of disclosable pecuniary interests
- b. To approve dispensation requests

**004/PR/2324. Meeting Minutes**

- a. To approve minutes of the meeting of Personnel Advisory Committee held 8th August 2022 as a true and accurate record of that meeting.

**To consider exclusion of the press and public by virtue of Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed (agenda items 005/PR/2324 and 006/PR/2324)**

**005/PR/2324. Appraisals and Training**

- a. To consider the clerks appraisal reports and personal development plan and agree any actions
- b. To consider the caretakers appraisal reports and personal development plan and agree any actions.

**006/PR/2324. Clerks Hours**

- a. To review the clerk's contracted hours and make recommendation to full council.

**007/PR/2324. Next Meeting**

- a. To notify the Clerk of matters for inclusion on the agenda for the next meeting
- b. To consider date of next meeting of Personnel Advisory Committee.

