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NOTICE IS HEREBY GIVEN that a meeting of the Personnel Committee is to be held **Tuesday** **11th June 2024 at 7:15pm** in the Valley Ridge Community Centre

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

D Meir

Kippax Parish Council Clerk and Proper Officer
Wednesday 5th June 2024

AGENDA

001/PR/2425. Chairman and Vice Chairman

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

002/PR/2425. Apologies:

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

003/PR/2425. 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/2425. Meeting Minutes

- a. To approve the minutes of the extraordinary meeting of the Personnel Committee held 23rd April 2024 as a true and accurate record of that meeting.

005/PR/2425. Appointments

- a. To consider and approve the appointment of a member of the committee as Liaison Councillor to the Clerk.
- b. To consider and approve the appointment of a member of the committee to conduct the Clerk's appraisal alongside the Liaison Councillor.

006/PR/2324. New Duty to Prevent Sexual Harassment

- a. To review the bullying and harassment policy with regard to the new duty 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 Committee