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**NOTICE IS HEREBY GIVEN** that a meeting of the Personnel Committee is to be held **Tuesday 3rd June 2025 at 8pm** in St. Mary's Lower Church Hall.

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

*D Meir*

**Kippax Parish Council Clerk and Proper Officer**  
**Wednesday 28th May 2025**

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### **AGENDA**

**001/PR/2526. Appointments:**

- a. To receive nominations and elect a Chair
- b. To receive nominations and elect a Vice-Chair
- c. To receive nominations and elect a member to act as Liaison Councillor to the Clerk/RFO
- d. To receive nominations and elect a second Councillor to undertake the clerk's annual appraisal alongside their Liaison Councillor

**002/PR/2526. Apologies:**

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

**003/PR/2526. 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/2526. Meeting Minutes**

- a. To approve the minutes of the meeting of the Personnel Committee held 4<sup>th</sup> March 2025 as a true and accurate record of that meeting.

**005/PR/2526. Policies**

- a. To review the proposed Health and Safety Policy and make recommendation to Full Council
- b. To review the proposed Lone Worker Policy and make recommendation to Full Council
- c. To review the Training Policy and make recommendation to Full Council
- d. To review the Training Request Form and make recommendation to Full Council
- e. To review the Training Evaluation Form and make recommendation to Full Council
- f. To review the Appraisal Policy and make recommendation to Full Council
- g. To review and approve the Committee's review schedule

**006/PR/2526. 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