

Clerk to the Council
Mrs. D Taylor-Pitkin

Office Opening Hours:

| | |
|-----------|---------------|
| Monday | CLOSED |
| Tuesday | 10:00 – 14:00 |
| Wednesday | 10:00 – 14:00 |
| Thursday | 10:00 – 14:00 |
| Friday | CLOSED |

Porlock Parish



Council

Contact Details:
Parish Office
Old School Centre, West End
Porlock, Somerset.
TA24 8QD

Office Tel: 01643 863350
Email: porlockpc@gmail.com
<https://porlockparishcouncil.org>

Notice of Meeting of the Staffing & HR Committee for Porlock Parish Council

For the Attention of: Councillors L Allenby, S Ellicott, I Fraser, W Rayner & D Stanyon

You are hereby summoned to attend the following meeting:

Meeting of.... Staffing & HR Committee of Porlock Parish Council
Time.... 10:00am
Date.... Tuesday 05th July 2022
Place.... Parish Office, Old School Centre.

In order to comply with the latest Government Legislation and to ensure the Health & Safety of the Members and Officers of the PPC, if you would like to attend this meeting as either public or press please advise the Clerk by email: porlockpc@gmail.com or telephone 01643 863350.

Dated: 29th June 2022

AGENDA

D Taylor-Pitkin
Clerk to the Parish Council

1. Apologies.
2. Declarations of Interest and Disclosable Pecuniary Interest Dispositions.
3. To appoint a Chairperson for this Committee.
4. To review the following points raised by Cllr. Stanyon:
 - I. Clerk timesheet
 - II. Duties and responsibilities currently held by the Clerk
 - III. Clerk to produce an Annual Calendar listing responsibilities & duties
 - IV. Clerk to produce a timetable for all Staff Appraisals/Committee Meetings
 - V. Staffing and HR Committee to consider whether all legal and advisory policies are in place for employed staff.
 - VI. Staffing and HR Committee to consider implementing the following Policies:
HSE Stress Policy
ACAS Health & Wellbeing policy



5. To review and RECOMMEND APPROVAL of the current employment contracts for PPC Staff.
6. To confirm a interview panel for the appointment for the Grounds Maintenance Role and review received application forms.
7. To discuss the requirement for either a Responsible Financial Officer or Assistant Clerk.
8. Any items for report
9. To confirm a date for the next Committee Meeting.

Staffing & HR Committee Members:

Cllr. Allenby
Cllr. Ellicott
Cllr. Fraser
Cllr. Rayner
Cllr. Stanyon

