

Cherry Willingham Parish Council

The Millennium Hall, 16 High Street, Cherry Willingham, Lincoln, LN3 4AQ

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Chairman of the Council: Cllr Sharron Brylewski ,

RFO: Christine Hodgson Gill Shaw: Clerk to the Council

A Virtual meeting of Cherry Willingham Parish Council's **Employment Committee** will be held on **Tuesday January 26th 2021 at 10.00am**

It is expected that all Members of the Committee will make every effort to attend.

Any Member of the Committee not able to attend should pass their apologies to the Clerk Prior to the start of the meeting. A **Public Forum** of no more than 15 minutes will be held. The Public may address the Parish Council on current matters or issues that may become future agenda items. Members of the Public who wish to attend, **should contact the Clerk, before 12:00 noon on Friday 22nd 2021**, who will give guidance on the etiquette for the meeting.

AGENDA

1. Apologies, including to accept them and the reasons for absence, where given.
2. Councillors declaration of interest, gifts and hospitality
3. To receive the notes of the Employment Committee meeting held on 9th November 2020 and agree for them to be signed as a true record
4. To consider whether to adopt the following policies and if so, agree amendments:
 - a. Managing stress in the workplace
 - b. Capability procedure
 - c. Data protection policy and procedure
 - d. Sickness absence policy
 - e. Recruitment and selection
 - f. Equal opportunities policy statement and procedure
 - g. Protocol on councillor/officer relationships
5. TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED IN RELATION TO THE FOLLOWING MATTERS
 - i. To resolve on whether or not to create a new litter picking/street maintenance/Warden post
 - ii. To discuss the Clerks CILCA training and resolve any required action to be taken
 - iii. To discuss the Clerks and RFO additional hours and agree any action required
 - iv. To receive an update on any other staff employment matters and resolve any required action to be taken.
6. Any other matters to report for inclusion in the next agenda
7. To confirm the date for the next meeting.

Signed: *Gill Shaw* Dated: 19th January 2021