



**Members are summoned to the meeting of
Tandridge Parish Council's Human Resources Committee
to be held on
Tuesday 1st October 2024 – 6.45pm
At St Peters Church, Tandridge Lane, Tandridge**

A G E N D A

Procedural matters:

- 6.1 **Apologies:** To receive apologies for absence.
- 6.2 **Disclosure of Interests:** To receive any disclosure by Members of any Disclosable Pecuniary Interests (DPIs) and / or other interests arising under the Code of Conduct.

- 7.1 Review of the Appraisal form submitted by the Clerk
- 7.2 Review and approve the Clerks Contract
- 7.3 Discuss and agree any requirements going forward
- 7.4 Confirm recommendations to present to Tandridge Parish Council at the September 2024 meeting

- 8.1 Members to consider the following employment related Terms of Reference Policies for recommendation to Council:
 - Annual Leave Policy
 - Antbullying and Harassment Policy
 - Data Policy
 - Disciplinary Policy
 - Emergency Dependant Leave Policy
 - Equality and Diversity Policy
 - Expenses Policy
 - Flexible Working Policy
 - Grievance Policy
 - Homeworking Policy
 - Information Technology Policy
 - Maternity Leave Policy
 - Pay Policy
 - Paternity Leave Policy
 - Performance Improvement Policy
 - Sickness and Absence Policy
 - Social Media Policy
 - TOIL Policy
 - Whistleblowing Policy

Date of Next Meetings:

- 9.1 To agree a date for the Clerk's Annual Appraisal Meeting – suggested Tuesday 4th March 2025