**Members are summoned to the meeting of**

**Tandridge Parish Council’s Human Resources Committee**

 **to be held on**

**Wednesday 14th April 2021 at 7.00pm**

 **via video conference**



#  A G E N D A

1.1 **Chairman:** To appoint a Chair of the HR Committee

1.2 **Vice Chairman:** To appoint a Vice Chair of the HR Committee

**Procedural matters:**

2.1 **Apologies:** To receive apologies for absence.

2.2 **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.

**Terms of Reference Documentation:**

3.1 Members to consider the following employment related Policies for recommendation to Council:

 **-** Annual Leave Policy

 - Antibullying 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

**Finance and Administration:**

4.1 To consider the clerks hours of working (per week), having regard to the work demands

 recommending action, as appropriate, to Council

4.2 To consider and agree for recommendation to Council a revised Contract of Employment for the

 Clerk

**Date of Next Meetings:**

5.1 To agree the date for the Clerk’s Appraisal Meeting

5.2 To agree the next HR Committee Meeting