**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