

CHALFONT St. PETER PARISH COUNCIL

Councillors are hereby summoned to attend to a **HR COMMITTEE** meeting, to be held at the Parish Council chambers, Gravel Hill, Chalfont St Peter on **Thursday 18th July at 7.30pm**



AGENDA

Cllr Longshaw (Chairman), Cllr Jha (Vice Chairman), Cllr Darby, Cllr Dickson, Cllr Hatton, Cllr Sahota, Cllr Shinner, Cllr Southworth, Cllr Smith and Cllr Vldar.

THE CHAIRMAN WILL ISSUE FIRE EXIT INSTRUCTIONS IN THE EVENT OF A FIRE

3. To receive apologies.
4. To receive declarations of Interests.
5. To approve the minutes of the previous HR meeting which took place on 8th February 2024 and 30th May 2024
6. Actions from previous meetings.
 - 28 ACTION – Clerk to bring back a training schedule with costs for those courses identified in this year's appraisal process. **COMPLETED**, see agenda item 8
7. To review and agree the TOR for the HR Committee.
8. To discuss and agree the proposed training schedule with staff in line with the performance reviews of 2023/4.
9. To discuss and agree the proposed programme for performance reviews for 2024/5.
10. To discuss and decide whether the Council wish to acknowledge the long service of 20 years for a member of staff.
11. To resolve that in view of the confidential nature of the business to be transacted it is advisable in the public interest, that the press and public be temporarily excluded, and they are instructed to withdraw (Public Bodies (Admissions to Meetings) Act 1960 s1). **AGREED**

Next meeting Thursday 7th November 2024.