

Hollinswood and Randlay Parish Council

Chairman: Councillor S Snell Clerk: Katrina Baker MBE MILCM

23rd February 2021

To: Cllr S Snell
Cllr J Creed

Cllr L Ricketts
Cllr H Unwin

Cllr S Vaughan-Hodkinson

c.c. Chairman

You are invited to the next meeting of the Personnel Committee on **Monday 1st March 2021** which will take place via Zoom at 8pm, in the comfort of your own home.

A link to this meeting will be forwarded to members, nearer to the date.

Public & Press are welcome to attend – anyone interested in joining the meeting, should contact the Clerk for the link.

Yours sincerely

Katrina Baker
Clerk

AGENDA

- 1. Welcome**
- 2. Apologies for Absence and to consider any necessary approval**
- 3. Declarations of Interest**
- 4. To confirm the Minutes of the meeting held on 25th January 2021**
- 5. Matters Arising, not otherwise included on the Agenda**
- 6. Staff – updates, including sickness and holiday statistics.**

To consider the payment of any unused holiday at end of March 2021.

7. Finance Manager – Retirement
8. Apprentice - update
9. Organisational Structure

To consider the purchase of a tablet for staff use.

- 10. Other matters (at the discretion of the Chairman)**

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11. To consider a private session, if matters raised in the meeting are of a confidential nature.
12. To consider the process for the recruitment of a Support Worker for the Youth Provision Partnership (subject to Full Council approval)
13. To confirm the date & time of the next Personnel meeting