

**A meeting of the [Employment Committee](#) will take place on
Monday 4 March 2019 at 7.00 pm in the Town Hall.**

AGENDA

1. **NOTICE OF MEETING**
Public notice of the meeting has been given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.
2. **MEMBERS OF THE PUBLIC**
Members of the public will be given the opportunity to make any comments and raise any questions.
3. **APOLOGIES FOR ABSENCE**
Apologies for absence to be received and agreed.
4. **DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA**
5. **MINUTES FROM THE MEETING HELD ON 3 OCTOBER 2018**
To approve the minutes from the meeting held on 3 October 2018.
6. **SICKNESS / HOLIDAY / ABSENCE DATA - SUMMARY**
 - a. To receive an outline summary of attendance data for all staff for the period since the last meeting.
7. **TRAINING**
 - a. To review training:
 - i. Delivered and recorded.
 - ii. Planned
8. **RISK ASSESSMENT**
 - a. To review the draft Display Screen Equipment Users Free Eye Test Policy.

9. REMUNERATION AND PENSION

- a. Current NJC pay update (April 2019).
- b. National Living Wage update.
- c. Pension rate update.

10. EXCLUSION OF THE PRESS AND PUBLIC

In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council can RESOLVE that the press and public be excluded from the meeting to deal with items of a confidential nature.

11. SICKNESS ABSENCE /DETAILS

- a. To review detail of sickness absence and agree action as necessary.

12. REVIEW OF A CURRENT JOB DESCRIPTION

To review the Caretaker job description to meet additional risk assessment requirements.

13. SUCCESSION

- a. To consider options for staff succession planning

Reserved matters - EMPLOYMENT COMMITTEE ONLY

14. REMUNERATION

- a. To consider an honorarium payment for a member of staff who has undertaken additional duties.
- b. To receive the payment request for untaken annual leave.

The next meeting of the Employment Committee will take place on 23 September 2019