

20 March 2024

A meeting of the **Employment Committee will take place on Tuesday 26 March 2024 at 7.00 pm in the Town Hall.**

Members of the public are welcome to attend the meeting and will be allowed to make statements, ask questions or provide evidence on items on the Agenda at item 2, this will be limited to 3 minutes per person.

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 5 SEPTEMBER 2023**
To approve the minutes from the meeting held on 5 September 2023.
6. **SICKNESS / HOLIDAY / ABSENCE DATA - SUMMARY**
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. **COUNCIL'S NEW DUTY TO PREVENT SEXUAL HARASSMENT**
To receive the advice note from YLCA regarding the introduction of a policy to take proactive steps to prevent sexual harassment at work.
9. **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.

10. SICKNESS ABSENCE /DETAILS

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

11. STAFF REVIEWS

- a. To assess staff's achievements against the targets set within their appraisal.
- b. To carry out the annual review of salary scales in accordance with the terms detailed within staff's contracts.
- c. To review the current staffing levels and the proposal to appoint an additional member of staff.

Reserved matters - EMPLOYMENT COMMITTEE ONLY