



## EMERSONS GREEN

TOWN COUNCIL

Westerleigh Road, Emersons Green, South Gloucestershire, BS16 7AN

Clerk: Kath MacConnachie

Tel: 0117 3026989

7 February 2020

To Councillors: S Budd, P Gibbs, C Johnson, R Nichols, D Somers & P Todd

Be pleased to take notice that a meeting of the **Personnel Committee** will be held in The Council Chamber on **Thursday 13 February at 18:00**. Committee members are hereby summoned to attend for the purpose of considering the business to be transacted at the Meeting as set out hereunder.

Kath MacConnachie, Town Clerk

Members are reminded that Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity.

**Evacuation procedure – Leave via the Emergency Exit within the Council Chamber or out of the Main Entrance and convene in the Town Council Parking Spaces within the Car Park.**

### A G E N D A

#### 1. Apologies

#### 2. Declaration of Interests under the Localism Act 2011

#### 3. To Approve Minutes of 24 October 2019

#### 4. Employment Policies

- To consider and approve the following employment policies, to be circulated in advance:

- Adoption Leave and Pay
- Code of Conduct
- Flexible Working Policy
- Grievance Procedure
- Disciplinary Procedure
- Maternity Leave and Pay Policy
- Pay Protection Policy
- Probationary Policy
- Retirement Policy
- Whistleblowing Policy

#### 5. Remuneration and Reward

- To consider the draft Remuneration and Reward Policy

**6. Town Council standard Contract of Employment**

- To consider adopting the NALC model Contract of Employment for Town Council employees

**7. CiLCA Learning Agreement**

- To consider the CiLCA Learning Agreement for the Town Clerk

**8. Date of next meeting:**

To be set as required