



HADLEY AND LEEGOMERY PARISH COUNCIL

Hadley Community Centre, High Street, Hadley, Telford, TF1 5NL.

Telephone/Fax: 01952 245501

Email: Clerk@hadleyandleegomery-pc.org.uk

Website: www.hadleyandleegomery-pc.org.uk

To all members of the Personnel Committee

Dear Councillor,

A meeting of the Personnel Committee will be held on Wednesday 22nd January 2025, commencing at 1.00 P.M, at Hadley Community Centre, High Street, Hadley, Telford.

All members are summoned to attend for the transaction of the following business.

Yours sincerely
Jane Lees
Clerk to the Council
15th January 2025

AGENDA

WELCOME

P24/028 APOLOGIES FOR ABSENCE

PLEASE NOTE: *Apologies for absence do not have to be submitted in writing but should be made directly to the Clerk/Chair in advance of the relevant meeting. The Council is not obliged to approve apologies and can only approve apologies when the reason for absence is known. By law employers must give Councillors reasonable time off to attend to council affairs and to perform approved duties, having regard to the impact of the employee's absence on the business and the amount of time required or already taken by the employee on trade union duties. The Councillor may complain to an employment tribunal if the employer fails to do so. **To receive approval and acceptance for any apologies for absence.***

P 24/ 029 DISCLOSABLE PECUNIARY INTERESTS

- (i) **Dispensations - to receive and consider** any requests to grant dispensations in respect of the restrictions which apply at a meeting which is considering a matter in which a member holds a disclosable pecuniary interest.
- (ii) **Declaration of any disclosable pecuniary interests** in items included in the agenda for discussion at the meeting.

Members are reminded that they are required to leave the room during the discussion



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and voting on matters in which they have a disclosable pecuniary interest, whether the interest is entered in the register of members' interests maintained by the Monitoring Officer unless they have been granted a dispensation to take part.

P24/030 MINUTES OF LAST MEETING

*To **confirm** the minutes of the meeting of the Committee which was held on the 6th December 2024.*

P24/031 MENTAL HEALTH AND WELLBEING POLICY

To discuss and approve adopting the Mental Health and Wellbeing Policy

P24/032 EXCLUSION OF THE PRESS AND PUBLIC

Private Session. In view of the confidential nature of the business to be dealt with the Committee is asked to pass the following resolution: *"That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw."*

P24/033 JOB DESCRIPTION FOR THE CLERK ADMINISTRATION ROLE

To discuss and agree the job description and recruitment process of the Clerk administration role.

P24/034 PROTECTION AND WELLBEING OF EMPLOYEES

To discuss and agree next steps in the protection and wellbeing of employees.

P24/035 INFORMAL COMPLAINT

To discuss and agree process of informal complaint received by Chair from employee

P24/036 ITEMS FOR INCLUSION IN NEXT AGENDA

To receive from councillors, any requests for items that they would like to be considered for inclusion on the next agenda.



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P24/037 DATES OF NEXT MEETINGS

Full Council meeting Tuesday 4th February 2025 at 7pm.

Finance and G. P. Committee Tuesday 18th February at 7 p.m.

Events Committee Wednesday 5th February 2025 at 1pm

Personnel Committee To be arranged.