



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 1st April 2025, commencing at 6.00 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
25th March 2025

AGENDA

WELCOME

P24/055 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.**

P24/056 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.

P24/057 MINUTES OF LAST MEETING

*To **confirm** the minutes of the meeting of the Committee which was held on the 6th March 2025.*

P24/058 REVIEW OF H.R. POLICIES

- I. Complaints Policy*
- II. Annual leave policy*
- III. Disciplinary Policy*
- IV. Recruitment of ex-offenders policy*
- V. Performance management policy*
- VI. Resolving workplace issues policy*
- VII. Maternity and family friendly policy*
- VIII. Sickness Absence Policy*
- IX. Special Leave Policy*

P24/059 CLERK AND DEPUTY CLERK APPRAISALS

To discuss and agree time and date of team appraisals

P24/060 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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P24/061 DATES OF NEXT MEETINGS

Full Council meeting Tuesday 6th May 2025 at 7pm.
Finance and G. P. Committee Tuesday 15th April at 7 p.m.
Events Committee Wednesday 7th May 2025 at 1pm
Personnel Committee To be arranged.

P24/062 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."*

P24/063 FORMAL COMPLAINT

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