



LOOSE PARISH COUNCIL

CLERK: Kim Owen

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A Meeting of the Loose Parish Council Human Resources Board Committee

will be held virtually on Tuesday the 8th December 2020 at 7.30pm

This meeting is to be held in private due to confidential matters being discussed

Dated 1 December 2020

AGENDA

1. To receive and record any apologies for absence
2. To receive any declarations of pecuniary interest on items in the agenda, in accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition, any declaration of personal or prejudicial interest. *(as agreed by LPC 21st Jan 13)*.
3. To receive any signed dispensation requests for any item on this agenda, and for Councillors to approve/disapprove as appropriate and to agree the reason for the dispensation if approved. (see dispensation form.) This follows the agreement made by the LPC at the meeting held on the 17th July 2017.
4. To agree and to sign as a correct record the minutes of the meeting held on the 26 February 2020 (pages 32-35)
5. To receive any matters as raised by members of staff and to discuss as relevant. (ongoing agenda item).
6. To receive any notes regarding staffing issues, and to comment as appropriate.
7. To note completed contracts as signed by the new Deputy Clerk and Caretaker.
8. To receive information on the new Employee handbook and make any necessary decisions.
9. To discuss the following and to make any recommendations as felt relevant and in line with standing orders and terms of reference:
 - a. Pay scales/increments for all staff for 21/22 to include Caretaker's pay & pay for cover of the Caretaker's duties
 - b. Room allowances 21/22

- c. Travel allowances 21/22
- d. Phone usage allowances 21/22
- e. Pension arrangements for 21/22

10. To receive copies of staff appraisals and to make any comments as felt relevant.
11. To consider any matters of any risk to the LPC, and to take forward as appropriate (ongoing agenda item).
12. Any other matters - Info Only
13. Next meeting to be advised