



# Horndean Parish Council

## STAFF COMMITTEE NOTICE OF MEETING

**A MEETING OF THE STAFF COMMITTEE WILL BE HELD ONLINE ON MONDAY 16 NOVEMBER 2020 AT 6.30 P.M. AT JUBILEE HALL.**

**Members of the public can login via the website link.**

Documents pertaining to the meeting are available to download from the HPC website.

Members are summoned to attend.

Carla Baverstock-Jones PSLCC, GCILEx, MCMI  
Chief Officer

10 November 2020

### AGENDA

1. To receive apologies for absence.
2. Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
3. To receive and approve the Minutes of the meeting held on the 16 March 2020.
4. To receive a report and consider the draft revised Information Technology and Equipment Usage Policy.
5. To receive a report and consider the new contract of employment (Statement of Particulars).
6. To receive a report and consider the new Disciplinary Policy and Procedure.
7. To receive a report and consider the new Grievance Policy and Procedure.
8. **To agree to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960)**
9. To receive a report and consider the expiry of the probationary period in respect of two staff members within the Countryside Team.