



# Horndean Parish Council

## STAFF COMMITTEE

### NOTICE OF MEETING

**A MEETING OF THE STAFF COMMITTEE WILL BE HELD ON MONDAY 27 JUNE 2022 AT 6.30 P.M. IN JUBILEE HALL**

Members are summoned to attend.

Carla Baverstock-Jones FSLCC, GCILEx, MCMl  
Chief Officer

21 June 2022

#### 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 elect a Vice Chairman to the Staff Committee.
4. To receive and approve the Minutes of the meeting held on the 07 March 2022.
5. To receive and consider the draft Alcohol and Substance Misuse Policy.
6. To receive and review the Job Description/Person Specification in respect of the position of Estate Warden.
7. To receive a report and consider the way forward in respect of annual leave requests.
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 and approve the Confidential Minutes of the meeting held on the 07 March 2022.
10. To receive a report and consider the expiry of the probationary period in respect of a staff member.