



Wickham and Knowle Parish Council

Human Resources Committee

(Chair Cllr Loraine Rappé **Members:** Cllr David Evans, Cllr Nic Holladay, Cllr Craig Manuel, Cllr Ben Sawyers

Dear Committee Members

I hereby give you notice that a meeting of the **Human Resources Committee** will be held at **Knowle Village Hall, PO17 5GR on Monday 3rd March 2025 at 7:00pm**. All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

The meeting will be open to the public unless the Council directs otherwise. Meeting Papers are available on request from the Clerk, except where classified confidential.

Agenda item	Title	Lead	Page
1.	To elect a Vice-Chair	Chair	-
2.	To receive apologies for absence	Chair	-
3.	To receive declarations of interest on agenda items	Chair	-
4.	Public Session	Chair	-
5.	To review the Committee's Terms of References	Chair	
6.	To review the Council's Training Policy and recommend to Full Council for re-adoption	Chair	
7.	To recommend to Full Council the adoption of the following policies: <ul style="list-style-type: none"> • Disciplinary Policy • Grievance Policy 	Chair	
8.	To consider other policies the Council will need to adopt in the future	Chair	
9.	To consider joining the HALC Local Council People & Development (LCPD)	Clerk	
10.	To receive an update on the recruitment of the Assistant Parish Clerk role	Clerk	
11.	To review the cost analysis of additional grounds maintenance from prior years and consider the benefits of employing a Parish Maintenance Officer	Clerk	
12.	To consider the Internal Auditor's suggestion of a Committee re-structuring exercise to streamline the operational activities of the Council and make a recommendation to Full Council if necessary	Clerk	
13.	To consider the benefits of implementing Key Performance Indicators for the Council	Cllr Evans	
14.	Recent correspondence/ reports from meetings attended of relevance to this Committee	Chair	
CONFIDENTIAL			
15.	To note the appraisals for staff members and make a recommendation to Full Council for pay rises for 2025/26	Chair	

16.	To recommend to Full Council to accept the amended job description and consider amending the job title for the Business Manager	Chair	
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Sophie Thorogood
Clerk and RFO to Wickham and Knowle Parish Council
clerk@wickhamparishcouncil.org
25th February 2025