

RINGMER PARISH COUNCIL

**To all Members of the Personnel Sub- Committee you are hereby summoned to the
Personnel Sub-Committee Meeting
To be held on
Tuesday 15th September 2020
10.00am
Main Office
Parish Rooms Ringmer Academy**

Meeting called by: K A Crowhurst - Clerk to the Council

Signed: K A Crowhurst

Meeting called 8th September 2020

The Chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to an agenda item.

Agenda Items

- 1. TO RECEIVE APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS**
**TO ACCEPT THE MINUTES FROM THE PERSONNEL SUB COMMITTEE MEETING HELD ON
10th MARCH 2020**
- 3. PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA**
This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes
- 3. STAFFING MATTERS CONFIDENTIAL – *Exclusion of the press and members of the public***
 - a) Lone Working
 - b) Annual Increment and spinal column increase
 - c) Stress in the Workplace
 - d) Review of resources and outsourcing of services
 - e) Office cleaning arrangements
 - f) Resignation of Assistant Clerk
 - g) Temporary staffing arrangements
 - h) Specialists support
 - i) Health and wellbeing for staff – Occupational Health
 - j) Recommendations regarding staffing matters to Council – To agree content of the report
- 4. POLICIES FOR APPROVAL AND ADOPTION TO BE AGREED BY COUNCIL**
 - a) Stress Management
- 5. OFFICE RISK ASSESSMENT**
- 6. RISK MANAGEMENT – To identify any risks regarding staff and the office**
- 7. DATE OF NEXT MEETING AND ITEMS FOR INCLUSION ON THE AGENDA**
- 8. CLOSE OF MEETING**