

## AGENDA

To all Members of  
**HERSTMONCEUX PARISH COUNCIL PERSONNEL COMMITTEE**

You are hereby summoned to a meeting on:  
**Thursday 21<sup>st</sup> November 2024 2.00pm**  
**Herstmonceux Parish Council Office**

Meeting called by: **C J Harrison - Clerk to the Council**

Signed: *CJ Harrison*

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**Date: 13<sup>th</sup> November 2024**

**Committee Member Councillors:** Jo Angear; Bryan Naish; Ian Stewart

## AGENDA

1. **OPENING OF MEETING AND APOLOGIES FOR ABSENCE**
2. **APPROVE AND ADOPT PERSONNEL SUB-COMMITTEE MINUTES:**  
Minutes for Approval and Adoption, meeting date
3. **DECLARATIONS OF MEMBERS' INTERESTS**
4. **PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS**  
This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes.
5. **PERSONNEL ITEMS**  
**A resolution will be made to exclude press and members of the public in the event of making any staffing decisions being made in accordance with the Public Bodies (Admissions to Meetings) Act 1960**
  - i Annual Leave Records
  - ii Supervisions
  - i Upcoming Employment Rights Bill - changes will phase in over the next couple of years
  - ii Employer new statutory duty to take "reasonable steps" to prevent sexual harassment within the workplace. Equality and Human Rights Commission (EHRC) draft statutory code of practice for compliance.
  - iii NALC 2024-2025 pay awards
  - iv Assistant Clerk contracted hours review
  - v Office Assistant Volunteer Role
  - vi Personnel Sub-Committee Annual Estimates
6. **ANY RELEVANT PERSONNEL CORRESPONDENCE RECEIVED AFTER PUBLICATION OF THIS AGENDA**
7. **CLOSE OF MEETING**

**Date of next meeting – to be arranged**