

Harwell Parish Council

Agenda of a Staffing Committee meeting to be held on Wednesday 1st May 2019 at 4.00 pm in the parish council office

- 1. Approve minutes from previous meeting**
- 2. Move to exclude the public, under the Public Bodies (Admission to Meetings) Act 1960 s. 1, and Local Government Act 1972 s.100.**
- 3. Discuss, update where necessary & approve the following matters:**
 - a) Staff appraisals**
 - b) staff contracts, job descriptions & hours**
 - c) appointment of zero hours staff member**
 - d) payment to clerk of additional hours spent on year end work**
 - e) other matters covered under Committee Terms of Reference**
- 4. Set date of next meeting**