

CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE
PARISH CLERK
THE WILLOW CENTRE
CRINGLEFORD
NORWICH NR4 7JJ

Telephone 01603 250198

PERSONNEL COMMITTEE

You are hereby summonsed to attend a meeting of the Personnel Committee to be held on Thursday 26 August 2021 at 4pm at The Willow Centre.

AGENDA

- 1 To receive apologies for absence**
- 2 To approve the minutes of the last meeting**
- 3 To review the Lone Worker Policy and consider the costs of an on-call system**
- 4 To review the Staff Use of Own and Company Vehicles Policy**
- 5 To review the Training Policy**
- 6 To review the Travel and Expenses Policy**
- 7 To review the Working from Home Policy**
- 8 To receive any other matters for information only**
- 9 To consider excluding the public due to the confidential nature of the following business, under The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2).**
- 10 To receive information on staff changes since the last meeting**
- 11 To receive a report on staff appraisals in the last year**
- 12 To consider additional staff that may be required across the following year to feed into autumn budget setting**