



MIDDLETON CHENEY

Parish Council

Parish Meeting Rooms
Main Road
Middleton Cheney
OX17 2LR

A meeting of the Human Resources Committee will be held at the Parish Meeting Room on Thursday the 14th of March at 7:00 pm. The Press and Public are cordially invited.

Members of the public and Councillors are advised that under the Openness of Local Government Bodies Regulations 2014, members of the public are permitted to photograph, film, broadcast and report on the meeting, subject to the efficient running of the meeting not being disrupted.

HUMAN RESOURCES COMMITTEE MEETING

Location: Parish Meeting Room

14th March 2024

AGENDA

1.	Resolution to approve apologies for absence
2.	Declarations of interest
3.	Approval of the minutes of the meeting 5th December 2023
4.	Resolution to exclude the public Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and having regard to the confidential nature of the business to be transacted to consider that the Press and Public be excluded from the meeting for agenda items 5, 6, and 7.
5.	Appraisal feedback The HR Committee to receive feedback on staff annual appraisal.
6.	Review of job description The HR Committee to review staff job description in the light of appraisal feedback and confirm line management responsibilities.
7.	Representation to resolution processes The HR Committee review current situation and agree next steps of process.
8.	Public contact with Councillors The HR Committee to consider and agree a course of action where contact has surpassed what is reasonable.
9.	Urgent Business The Chairman to advise whether they have agreed to any items of urgent business being admitted to the agenda.

Signed: **M. Allen**

Dated: 8th March 2024

Chairman of Middleton Cheney Parish Council HR Committee

Queries Regarding the Agenda

If you have any queries regarding this Agenda, please contact Councillor Mark Allen as follows:

cllr.mark.allen@middletoncheney.org.uk

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the office, giving as much notice as possible before the meeting.

In Case of Fire – Evacuation Procedure If you either hear the fire alarm or you are asked to leave the building please do so immediately and proceed to the assembly area – Village Green- and await further instructions.

Mobile Phones Please ensure that any device is switched to silent operation or preferably switched off.

Clerk: 01295 713500 - Email: clerk@middletoncheney.org.uk