

MIDDLETON CHENEY

Parish Council



Parish Meeting Room
Main Road
Middleton Cheney
Banbury
Oxon
OX17 2LR

A meeting of the Human Resources Committee will be held at the Parish Meeting Room on Tuesday the 14th of May 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 May 2024

AGENDA

1.	Resolution to approve apologies for absence
2.	Declarations of interest
3.	Approval of the minutes of the meeting 14th March 2024
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.	Operations management The HR Committee to consider and agree action regarding reviewed job descriptions and staff requirements .
6.	Staff management The HR Committee to consider and agree action regarding timekeeping and time-recording processes.
7.	Resolution processes The HR Committee to consider and agree next steps after receipt further information relating to resolution process.
8.	Urgent Business The Chairman to advise whether they have agreed to any items of urgent business being admitted to the agenda.

Signed: M. Allen
Chairman of Middleton Cheney
Parish Council HR Committee

Dated: 9th May 2024

MIDDLETON CHENEY

Parish Council

Human Resources Committee Members:

Councillor Mark Allen
Councillor Edward Jerrams-Coughtrey
Councillor Ruth Hoose
Councillor Richard Solesbury-Timms
Councillor Nina Truman
Councillor Alan Youel

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.