

29 May 2024

**NOTICE OF MEETING OF THE PARISH COUNCIL**

I hereby give notice that the **Staffing Committee of Upper Rissington Parish Council** will be held in Upper Rissington Village Hall, Wellington Road on **Monday 3 June 2024 at 6.30pm.**

**To all Members of the Staffing Committee**

Councillors are hereby summoned to attend the **Staffing Committee of Upper Rissington Parish Council** will be held in Upper Rissington Village Hall, Wellington Road on **Monday 3 June 2024 at 6.30pm.**

RWaller

**Ruth Waller**

**Clerk to Upper Rissington Parish Council**

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**AGENDA**

Council are excluding members of the public and the press to progress matters of a confidential nature. Public Bodies (Admissions to Meetings Act) 1960. Local Government Act 1972, ss 100 and 102

- 24.06.03.8 **To elect a Chairman** of the Staffing Committee
- 24.06.03.9 **To receive and approve apologies for absence.**
- 24.06.03.10 **To review Employee Handbook and agree actions**
- 24.06.03.11 To review job descriptions for both the Clerk/RFO and Assistant Clerk as per documents shared in Councillors confidential folder on publication of this agenda
- 24.06.03.12 To review reporting structure for staff as requested by the Assistant Clerk
- 24.06.03.13 To consider training needs to support staff in their roles, following agreement of Job Descriptions
- 24.06.03.14 **Date of Next Meeting**