**HATHERSAGE PARISH COUNCIL**

*Clerk – Mr. S. C. Wyatt, Heart of Hathersage, Main Road, Hathersage, S32 1BB.*

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27th November 2019

HR, Grievance and Complaints Committee members,

Notice is given that you are summoned to attend a meeting of the HR Committee in the Sampson Room, Hathersage Memorial Hall on 4th December at 7.00 pm. The Agenda for the meeting is set out below.

Yours sincerely,

Clerk for Hathersage Parish Council.

AGENDA

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| 1 |  | To note Apologies for Absence. |
| 2 |  | To decide any variation in the order of business. |
| 3 |  | Declaration of interests. |
| 4 |  | Approve minutes of the meeting 8th October 2019. |
| 5 |  | Complaints received. |
| 6 |  | Pool staff job descriptions. |
| 7 |  | Role of professional advisor. |
| 8 |  | Update on Vacancies. |
| 9 |  | Engaging Castle Associates. |
| 10 |  | Recruitment of permanent/senior/seasonal staff. |
| 11 |  | Specifications and protocols for volunteers |
| 12 |  | Staff support and supervision. |
| 13 |  | Pool closure period wages |
| 14 |  | Clerk’s Annual Review. |
| 15 |  | Clerk’s Report/Correspondence. |
| 16 |  | Items for next meeting. |
| 17 |  | Confirm date of next meeting. |

This is a closed meeting and not open to public attendance due to the personal and confidential matters that may be discussed. The minutes of the meeting will be recorded and presented to Hathersage Parish Council at its next meeting.