**Riccall Parish Council**

 **HR & Staffing Committee**

**Methodist Church/Community Hub**

**Main Street**

**Riccall**

**York**

**YO19 6PZ**

**Tel. 01757 249222**

**There will be a Meeting of the HR & Staffing Committee**

 **on Monday 12 February 2024**

**from 7.30pm at Methodist Church/Community Hub.**

There will be a public session prior to the meeting, and this will commence at 7.15pm. (Members of the public will adhere to the rules set out by the council for this session)

***Reminder by the Chair of the Council’s expectations for the audio or visual***

***recording of this meeting***

**AGENDA**

***1. To receive apologies for absence and record these in the minutes***

***1.1 To consider the approval of reasons given by the councillors***

***2. To receive any declarations of interest not already declared under the Council’s Code of Conduct or a members Register of Disclosable Pecuniary Interests***

**3. *To consider and agree the Clerk/RFO contract of employment***

***3.1 agree the particulars of contract and issue to appointee***

***3.2 review pay scales and recommend starting salary***

***to full Council on the 19/02/23***

***4. To consider and agree the equipment required for the new appointee***

***4.1 Review any new equipment required and recommend to full council on 19/02/23***

***5. To review training required by new appointees and draft a training plan***

***6. To consider and agree any other employment matters following the appointment of the new Clerk/RFO***

**Signed: Amanda Lee Date:06/02/24**

**RPC HR & Staffing Committee Chairman**