

BROOMFIELD PARISH COUNCIL

A Meeting of Broomfield Parish Council's Personnel Committee is to be held on Tuesday 25th October 2016 at 7.30 pm in the Parish Office, Broomfield Village Hall ,158 Main Road, Broomfield



Mrs Karen Hurrell
Clerk to Broomfield Parish Council
20th October 2016

1.	Apologies for absence
2.	Declarations of Interest <i>All members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it.</i>
3.	To approve Terms of Reference
4.	To review staff appraisals & address any issues raised
5.	To review hours worked by Parish Office Staff
6.	To update all Staff Contracts to recommended NALC Model Contract
7.	To review all Staff salary scales
8..	Any other items for discussion

Personnel Committee Members: Cllrs Garwood (Chairman) Barnes, Mercer & Jones