

**DOWNLEY PARISH COUNCIL**  
**NOTICE IS HEREBY GIVEN THAT**

**a Meeting of the Downley Parish Council's STAFFING/HR COMMITTEE takes place  
at 2pm on FRIDAY 8<sup>th</sup> JANUARY 2021**

This meeting will be held by Zoom Video Conference for the purpose of transacting the following business. Instructions for joining the Zoom meeting:

<https://us02web.zoom.us/j/6482386990?pwd=djJUZzNBd21BZDRdTdEld0xFWG4zdz09>

Meeting ID: 648 238 6990

Passcode: 639877

A G E N D A

- 1) To Elect a Chairman of the Committee for the remainder of the Local Government Year
- 2) To receive and note any Apologies for Absence
- 3) To receive and note any Declarations of Interest made by Councillors in connection with any agenda item
- 4) Public Participation Session – To receive questions and comment from members of the Public on any item on the agenda
- 5) Terms of reference – to receive and note the terms of reference for the Committee approved by the Council on 15 December 2020, Min. No. (8215/12/20) refers, and to make any recommendations for change to Council on 12 January 2021
- 6) To consider the arrangements for the Appointment of the Clerk and Responsible Financial Officer to the Council
- 7) To recommend to Council the adoption of a Grievance Policy for Downley Parish Council
- 8) To recommend to Council the adoption of a Disciplinary Policy for Downley Parish Council
- 9) To recommend to Council the adoption of a Capability Policy for Downley Parish Council
- 10) Date of Next Meeting
- 11) Close of Meeting

*Mike Kennedy*  
*Locum Clerk to the Council –*  
*31 December 2020*