

# Edwinstowe Parish Council

*Working to make a difference*

Clerk – James Gamble MSc.

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A handwritten signature in black ink that reads 'James Gamble'.

## HR Committee

**Friday 20<sup>th</sup> January – 3.30pm the Edwinstowe Parish Council  
Chambers, Village Hall, Edwinstowe.**

Public and Press welcome to attend.

### Agenda

- 1 Welcome
- 2 Apologies
- 3 Christmas Closure
  - a. To discuss the arrangements and communications around the Office Christmas closure in December 2022 and to discuss proposals for the Office Christmas closure for 2023
- 4 Staff Appraisals
  - a. To receive an update on Staff Appraisals and to agree a timetable for any outstanding Appraisals
- 5 Annual Leave Arrangements
  - a. To discuss current arrangements for Annual leave and receive an update on any outstanding leave for the Annual Leave Year 2022/23
- 6 Staff Sickness Reporting
  - a. To discuss the current arrangements for staff in reporting sickness and to agree reporting arrangements

### CONFIDENTIAL ITEMS

To resolve to exclude the Press and public from the following item(s) in accordance with The Public Bodies (Admissions to Meetings) Act 1960.

- 7 To agree that the following matters are confidential;
- 8 Staff Absence

**IMPORTANT**

**PLEASE NOTE THAT ANY MATTERS DISCUSSED THAT RELATE TO INDIVIDUAL MEMBERS OF STAFF ARE CONFIDENTIAL TO MEMBERS OF THE HR COMMITTEE AND SHOULD NOT BE SHARED OUTSIDE OF THE COMMITTEE MEMBERSHIP.**