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Lisa Tidy  
Town Clerk to the Council

### **HR Panel Meeting**

**20 January 2021 10.30am via Zoom**

**To access the meeting, please click on the following link**

**<https://us02web.zoom.us/j/9302925924?pwd=RWxPWDFNK21hSTZnYUs1TkFCMkVMUT09>**

### **AGENDA**

1. Apologies for absence
2. Notes from the meeting held on 18<sup>th</sup> November 2020
3. Staff Handbook – verbal update on current progress
4. Exempt Information  
To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the sensitive nature of the business to be discussed in relation to the following matters: -
5. Annual Leave  
To note the extension of annual leave to be carried over into next year for employees who have been unable to take leave due to impact of pandemic.
6. New HR Software  
To consider the requirement to purchase new software to improve the management of HR and salary related issues.
7. Staff Consultation Feedback  
To note the progress of the staff consultation in relation to the proposed summer working hours.
8. Feedback from Administration Team Appraisals  
To note completion of appraisals and outcomes.
9. Appraisal of Clerk  
To consider the requirement of a formal appraisal panel.
10. Review of Establishment  
To consider temporary appointment of Deputy Clerk.
11. Date of next meetings  
Wednesday 24<sup>th</sup> February 2021.