



LLANHARAN COMMUNITY COUNCIL

7th December 2023

To Members of the Human Resources Committee.

The next meeting of the HR Committee will be held at 7pm on Tuesday 12th December 2023.

The meeting will be held on a remote basis in accordance with:
The Local Government and Elections (Wales) Act 2021

The following resolution applies to meetings of the HR committee.

By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from the meeting on the basis that with regards to all agenda items, disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The agenda will be as follows:

1. To welcome all attendees and receive any apologies for absence.
2. To receive any disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.
3. To approve as a true and accurate record the minutes of the HR Committee meeting held remotely on 6th July 2023
Appendix 1
4. To discuss any matters arising from the minutes.
5. To approve as a true and accurate record the minutes of the HR Committee meeting held remotely on 11th October 2023
Appendix 1a
6. To discuss any matters arising from the minutes.
7. To consider a course of action with regards to an employment matter affecting an employee of the council.
Appendix 2



8. To consider the feasibility and details of employing a part time project officer for the financial year 2024/25 and beyond.

Appendix 2a

9. To consider adopting the following as policies of the Council:

Appendix 3 – Draft disciplinary policy & procedure V2.

Appendix 4 – Draft equality & diversity policy V2.

Appendix 5 – Draft grievance policy and procedure V2.

Appendix 6 – Draft sickness & absence policy & procedure V2.

10. To provide any information which the Chair considers should be relayed to Council as a matter of urgency, or to suggest items to the Clerk for inclusion on the agenda for the next meeting.

Leigh Smith

Clerk to Llanharan Community Council.