



Wickersley Community Centre,  
286 Bawtry Road, Wickersley,  
Rotherham.  
S66 1JJ  
Clerk: Rachel Chico  
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9<sup>th</sup> February 2018

Dear Councillors,

You are hereby summoned to attend a meeting of the Human Resources Committee of the Parish Council, to be held on **Tuesday 27<sup>th</sup> February 2018**, in the Community Centre, Bawtry Road, Wickersley, commencing at **10:30am** for the purpose of transacting the following business:

Rachel Chico  
Clerk to the Council

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**BUSINESS**

**ENCLOSURE:**

**The following are items for which the Press and Public will be excluded (Public Bodies (Admission to Meetings) Act 1960, S1 (2)):** -

1. To receive apologies for absence
2. To approve the minutes of the meeting of 5<sup>th</sup> December 2017 (A)
3. To note matters arising of the meeting of 5<sup>th</sup> December 2017
4. To receive a financial update to 9<sup>th</sup> February 2018 (B)
5. Emergency procedures (C)
  - 5.1 Emergency call out (D)
  - 5.2 Emergency plan (D)
  - 5.3 Snow plan (E)
6. Staff mobile phones / telephone waiver (F)
7. Overtime guidance (G)
8. Possible additional hours for assistant clerk
9. To agree Assistant Clerk job description amendments (H)
10. To agree advertising and recruitment timescales for Assistant Clerk (I)

11. Key Policy
12. To consider and agree staff equipment requirements
13. To review staff training
14. Register of interests including review
15. Timesheets
16. HR minutes displayed on website
17. YLCA to address the committee regarding relationship with Wickersley Parish Council
18. Winthrop Items
  - 18.1 Access to office
  - 18.2 Staff costs to move to HR budget
  - 18.3 Assistant Clerk's cover for Winthrop Organiser's holidays and sickness
  - 18.4 Timely production of minutes
  - 18.5 Checking of early draft minutes by committee chairs
19. To note any other HR issues