

HORTON KIRBY AND SOUTH DARENTH PARISH COUNCIL
Parish Office, Village Hall, Horton Road, South Darenth DA4 9AX

25th November 2019

To all Members of the Halls Committee

A meeting of the **Human Resources Committee** will be held on Monday 2nd December 2019 in the Parish Room, Village Hall, South Darenth from 6.30pm.

A G E N D A

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

3 MINUTES

To confirm the Minutes of the last meeting.

4 PROBATIONARY PERIOD

To review probationary period.

5 TRAINING & JOB DESCRIPTIONS

To review on-going training requirements and Job Descriptions for staff.

6 CONTRACTS

To update Clerks Contract with regards to Pension contributions.

7 PAYSCALES

To review and update the annual pay scale schedule and make recommendations to the Parish Council for the forthcoming Financial Year.

8 CONFIDENTIAL ITEM

To review staffing needs of the Parish Council.

9 DATE OF NEXT COMMITTEE

1st June 2020



Lisa Bugler,
Clerk to the Council