

Clerk: Mrs. Yvonne Murray  
 Telephone (01223) 618619  
 Email: Clerk@girton-pc.gov.uk  
 Website: <https://www.girton-cambs.org.uk>

The Pavilion  
 Girton Recreation Ground  
 Cambridge Road, Girton  
 Cambridge, CB3 0FH

**NOTICE of MEETING:** GIRTON PARISH COUNCIL  
**MEETING** Human Resources Committee  
**DATE & TIME:** Wednesday 28<sup>th</sup> February at 6.30pm  
**VENUE:** Girton Recreation Ground, Cambridge Road Girton

All Members of the Human Resources Committee are hereby summoned to attend for the purposes of resolving Council Business to be transacted at the meeting, as set out below. Advance notice of questions and/or issues, would be appreciated.

**Members:** 5 + 2 Ex Officio      **Vacancies:** 3      **Quorum:** 3

**Members:** Cllr Muston (Vice Chair), Cllr Wright, Cllr Giles, Cllr Hayat, Cllr Marshall, Cllr Carney (Ex-Officio)

Mrs. Yvonne Murray – Clerk to Girton Parish Council  
 22<sup>nd</sup> February 2024

**AGENDA**

Agenda Item	Item Description	Action/ Power
23HR/37	Welcome from the Chair	
23HR/38	To Receive Apologies and Reasons for Absence	
23HR/39	To Receive Members' Declarations of Interest and Dispensations	
23HR/40	Public Participation <i>To allow a total of 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda. Individual presentations to be limited to 5 minutes on any single issue</i>	15 Mins
23HR/41	To Approve Minutes of HR Committee: 30 <sup>th</sup> August 2023, 5 <sup>th</sup> July 2023	For Decision
23HR/42	Matters arising from Previous Meetings ( <i>for information only</i> )	For Info.
23HR/43	Action List	
23HR/43.1	Any other Matters arising – A chance to raise any comments/concerns on previous agenda items	
23HR/44	Business items requiring a decision, or consideration by the Council	For Decision
23HR/44.1	Council to review, consider, assign and approve tasks and from Book of Work for financial years 23/24 and 24/25 and to consider and recommend projects for Committee three-year plan  This will include: <ul style="list-style-type: none"> <li>• Modifying Book of work as needed</li> <li>• Allocating tasks by month</li> <li>• Identifying items required for Committee (by month if possible)</li> </ul> Key Tasks to likely include: <ul style="list-style-type: none"> <li>• Summary overview of Book of Work.</li> </ul>	For Decision

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> <li>• Identification of Process and Policy required for this committee.</li> <li>• Update on acquisition and progress of Work Nest (HR, Health &amp; Safety software and support).</li> <li>• Training including CILCA.</li> <li>• Review of Terms of Reference, Vision and Mission statement.</li> </ul>	
23HR/44.2	<p><b>Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and Public – to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.</b></p> <ul style="list-style-type: none"> <li>• Council to discuss Staff and Council progress and next steps.</li> </ul> <p><b>Public Bodies (Admission to Meetings) Act 1960 Re-admittance of the Press and Public – to resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting.</b></p>	
23HR/45	<b>To Receive Correspondence addressed to the Committee.</b>	<b>To Note</b>
23HR/46	<p><b>To Approve Communication of items from this Agenda</b>  <i>This item is designed to ensure that Council can approve key items of communication from this meeting on Council Website, Facebook, and Twitter.</i></p>	<b>For Decision</b>
23HR/46	<b>Date of next meeting(s): 29<sup>th</sup> May 2024 at 6.30pm</b>	

## Guidance For Visitors to Girton Parish Council

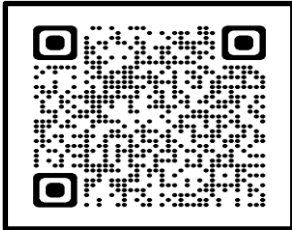
The Pavilion, Recreation Ground, Cambridge Road, Girton, Cambridge CB3 0FH.

Tel: 01223 618619

### NOTICES FOR MEMBERS OF THE PUBLIC

#### Parish Council Agenda

A full copy of this agenda with appendices and reports may be found on the Parish website at <https://www.girton-cambs.org.uk/girton-parish-council/> or requested from the Clerk. Our Village Noticeboards will include a copy of the agenda only including this guidance page. Webpage QR Code below.



#### Public Participation

Members of the public are welcome to attend this meeting and any other Girton Parish Council public meeting. If you wish to raise a question or topic at the meeting it will help us if you contact the clerk, who will be pleased to explain the procedure. Clerk email: [clerk@girton-pc.gov.uk](mailto:clerk@girton-pc.gov.uk). Members of the public may address the Council within an allotted time of **15 minutes** during Public Participation on the agenda.

#### Exclusion of Press and Public

The press and public are likely to be excluded from the meeting during consideration of the following item in accordance with the provisions of Section 100(A)4 of the Local Government Act 1972, exempt information as defined in paragraph 3 of Part 1, Schedule 12A of the Act, as amended.

Items to be confirmed here/

#### First Aid

If you feel unwell or need first aid, please alert a member of staff.

#### Toilets

Public toilets are available on the ground floor of the Pavilion in the corridor through the double doors in the Community Hall. These include facilities for disabled people.

#### Recording of Business and Use of Mobile Phones

Girton Parish Council are open and transparent about how we make decisions. The Council may record public meetings. Recording, filming and photography at Council, Committee and other meetings is allowed where members of the public can attend, so long as proceedings at the meeting are not disrupted. Members of the public may not speak during Council proceedings. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent/ vibrate mode.

#### Smoking

No one can smoke at any time within the Pavilion or at any Council meeting.