



Box Parish Council

27th December 2025

Dear Councillor,

PERSONNEL COMMITTEE – 8th DECEMBER 2025

You are summoned to attend a meeting of the **Personnel Committee** to be held at **the Parish Office, Box** on **Monday 8th December 2025** commencing at **7pm**.
Please give apologies to the Committee Chairman or Clerk prior to the Meeting.

Members of the public are welcome to attend the meeting, with the following caveat:
Members of the Public will be excluded for any Confidential items in accordance with the Public Bodies Act (admission to a meeting) 1960.*

Steve Vickery

Steve Vickery, Clerk

AGENDA

1. **Apologies.** To receive any apologies (and acceptance) for absence.
2. **Public Question Time.**
3. **Declarations** of interest relating to items on the Agenda.
4. **Previous Minutes.** To receive the Minutes of the previous **Personnel Committee on 29th September 2025** and to consider any matters arising from the Minutes.
5. **Future Training and Continuous Professional Development.** To note the 26-27 training plan for the Team:
 - a. Clerk. To enrol in CiLCA wef February 2026 and to complete a manager's H&S.
 - b. OSM. To undertake a first aid, H&S refresher and ROSPA inspection course.
 - c. OSW. To undertake the LANTRA chain saw course, first aid refresher and ROSPA inspections.
6. **Master Time Sheets.** To monitor and comment on the 'new' master time sheets now being used by the OSM and OSW.
7. **Feedback from Team meeting on 4th December.** To note the Team's ongoing feedback – delivered verbally by the Chair and Clerk.
8. **Policies to be approved.** To approve the annual updates to:
 - a. Lone Working.
 - b. Equality, Diversity and Inclusion.
 - c. Management of Unplanned Absence.
9. **Appraisals*.** To note that the next activity is to set 1st April annual objectives (in addition to routine job descriptions) and to feed back on achievements in 25-26.
10. **Pension Arrangements*.** To consider a paper from the Clerk on future employee and employer NEST pension contribution.
11. **Christmas Holiday.** To note Office closure and holiday dates.
12. **Correspondence.** To receive any urgent correspondence.
13. **Forward Plan.** To review and to note the latest Forward Plan, including the Policy matrix and Risk Assessments.

14. **Future Agenda and Items to report.** Items of report and future Agenda items
15. **Date of next meeting** – 7pm on Monday 16th February 2026.