

**WEST DEAN PARISH COUNCIL**  
**C/o West Dean College, West Dean, PO18 0QZ**  
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Members of West Dean Parish Council's Staffing Committee are hereby summoned to attend the Staffing Committee at 7.30pm on Wednesday 15 May 2024 at West Dean College.

*Clare Kennett, 8 May 2024*  
Clerk to the Parish Council

**Agenda**

The order of business to be transacted is:

- 1. Election of the Chairman of the Committee**
- 2. Apologies for absence**
- 3. Election of the Vice-Chairman of the Committee**
- 4. Code of Conduct**
  - Declarations of interests on items included on the agenda.
  - Dispensations: To consider any requests for dispensations.
- 5. Confidential business:** To resolve to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted – Public Bodies (Admission to Meetings) Act 1960.
- 6. Personal Performance Development Review (PPDR):** To consider the circulated template for conducting the Clerk's annual PPDR. To agree a date for the PPDR.
- 7. HR policies:** To consider adopting HR policies using the templates provided by NALC [Templates \(nalc.gov.uk\)](https://www.nalc.gov.uk)
- 8. Civility and Respect Pledge:** To consider the circulated report and recommendation to Full Council to adopt the Pledge.
- 9. Announcements and items for the next meeting:** To note items brought forward by permission of the Chairman.
- 10. Date of next meeting:** To agree the date of the next meeting.