



Box Parish Council

19th February 2026

Dear Councillor,

PERSONNEL COMMITTEE

You are summoned to attend a meeting of the **Personnel Committee** to be held at **the Parish Office, Box** on **Monday 2nd March 2026** commencing at **7pm**.

Please give apologies to the Committee Chairman or Clerk prior to the Meeting.

Steve Vickery

Steve Vickery, Clerk

AGENDA

1. **Apologies.** To receive any apologies 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 Personnel Committee held on 8th December 2025, update on issues and to consider any matters arising from the Minutes.
5. **Future Training and Continuous Professional Development.** To note the future training aspirations for 26-27:
 - a. Clerk. To be enrolled in the CiLCA course (and the WALC training package) and to complete a manager's H&S refresher.
 - b. OSM. To undertake a H&S refresher and ROSPA inspection course. (can do 38cm).
 - c. OSW. To undertake the LANTRA basic chain saw course, first aid refresher and ROSPA inspections.
6. **Policies to be approved.** To approve the annual updates to:
 - a. Management of Absence (combined Holiday and Sickness).
7. **New Councillor Induction.** To review the induction pack and consider a 'buddy' system.
8. **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. Proposed objectives will be disseminated.
9. **Salary Arrangements*.**
 - a. To consider whether the OSW should have aligned payscales for both roles (OSW and Cleansing Op).
 - b. To consider increasing the Cleaner's allocated hours from 5 to 6.5 hours per week in light of increased use of the Pavilion.
10. **Easter Holiday.** To note Office closure and the latest team holiday dates.
11. **Part time Gardener.** A proposal to consider spring / summer part time gardener.
12. **Feedback from Team meeting on 26th February 2026.** To note the Team's ongoing feedback – delivered verbally by the Chair and Clerk.
13. **Correspondence.** To receive any urgent correspondence.
14. **Forward Plan.** To review and to note the latest Forward Plan, including the Policy matrix and Risk Assessments.

15. **Future Agenda and Items to report.** Items of report and future Agenda items
16. **Date of next meeting** – 7pm on Monday 6th July 2026.