



Kingsclere Parish Council

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2nd April 2024

SUMMONS issued under LGA 1972, Sch 12 para 10(2)

A Meeting of Kingsclere Parish Council will be held on **08th April 2024 at 7:30pm** in The Holding Room at The Village Club, at which your attendance is required.

Signature

- Clerk to the Councillors

Agenda of the Personnel, Procedure and Policy Meeting of Kingsclere Parish Council

1. To receive and apologies from Members
2. Declarations of interest
3. Election of Chairman of The Personnel Procedure and Policy (PPP) Committee
4. Questions from the Public – to receive questions, planning representations, or comments.
The meeting will be suspended for a maximum of 15 minutes and each member of the public will be allowed no more than 3 minutes to speak. No decisions can be made by the Council during this time. After this period the meeting will be resumed, and members of the public may only speak when invited to do so. Members of the public are welcome to stay for the remainder of the meeting.
5. **Staff Issues** – reviews for Officers to be scheduled.
6. **Health and Safety** – to raise any health and safety concerns
7. **Review Terms of Reference for KPC Committees**
 - 7.1. [Finance and Establishment Committee](#)
 - 7.2. [General Purposes Committee](#)
 - 7.3. [Personal Procedure and Policy Committee](#)
 - 7.4. [Planning Committee](#)
8. **Review**
 - 8.1. Comparison of [KPC Code of Conduct](#) and [Basingstoke and Deane Code dated May 2022](#).
 - 8.2. [Standing Orders](#)
9. **Policy Reviews –**
 - 9.1. [Complaints Procedure](#)
 - 9.2. [Data Protection Policy](#)
 - 9.3. [Data Retention Policy](#)
 - 9.4. [Delegation to Proper Officers](#)
 - 9.5. [Employee Disciplinary Policy](#)
 - 9.6. [Equality Diversity and Inclusion Policy](#)
 - 9.7. [Freedom of Information Policy](#)
 - 9.8. [Grants Policy](#)
 - 9.9. [Grievance Policy](#)
 - 9.10. [Health and Safety Policy](#)

- 9.11. [Investment Policy](#)
- 9.12. [Press and Media Policy](#)
- 9.13. [General Privacy Policy](#)
- 9.14. [Privacy Notice for Staff Councillors and Role Holders](#)

10. Policies to Consider

10.1. A Co-option Policy

- 11. Matters for Future Consideration** – to note any items raised in Questions from the Public to include on future agendas
- 12. Date of Next PPP Committee Meeting** – Monday 7th October Provision to be confirmed at KPC Annual Meeting of the Council in May 2024