

## HUMAN RESOURCES COMMITTEE

12<sup>th</sup> JUNE 2018

### AGENDA

1. **Election of Committee Chair.**  
To appoint a Chair for the ensuing year.
2. **Apologies for absence.**  
To receive any apologies for absence.
3. **Election of Committee Vice Chair.**  
To appoint a Vice Chair for the ensuing year.
4. **Declaration of Interest.**  
To receive any known declarations of interest in items on the agenda.
5. **Minutes of last meeting.**  
To authorise the Chairman to sign the minutes of the previous meeting of the Human Resources Committee held as a correct record.
6. **Reports.**  
To consider a report on the job evaluation process undertaken on the post of Town Clerk
  - a) Town Hall Supervisor Vacancy.
  - b) 2018-19 National Pay Agreement.
7. **Future Agenda items.**  
To note items for future agenda.

**HUMAN RESOURCES COMMITTEE.**

**24<sup>th</sup> JULY 2018**

**AGENDA.**

- 1. Apologies for absence.**  
To receive any apologies for absence.
- 2. Declaration of Interest.**  
To receive any known declarations of interest in items on the agenda.
- 3. Minutes of last meeting.**  
To authorise the Chairman to sign the minutes of the previous meeting of the Human Resources Committee held on the 12<sup>th</sup> June 2018, as a correct record.

**Part B**

- 4. Exclusion of Press and Public.**  
By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 5. Facilities Officer.**  
To consider the shortlisting of applications received in respect of the Facilities Officer.

**HUMAN RESOURCES COMMITTEE.  
4<sup>th</sup> SEPTEMBER 2018**

**AGENDA.**

- 1. Apologies for absence.**  
To receive any apologies for absence.
- 2. Declaration of Interest.**  
To receive any known declarations of interest in items on the agenda.
- 3. Minutes of last meeting.**  
To authorise the Chairman to sign the minutes of the previous meeting of the Human Resources Committee held on the 24<sup>th</sup> July 2018, as a correct record.
- 4. Facilities Officer.**  
To confirm the appointment of the Facilities Officer.
- 5. Future agenda items.**
  - a) 2019/20 Budget preparation.

**HUMAN RESOURCES COMMITTEE**  
**12<sup>th</sup> FEBRUARY 2018**

**AGENDA**

- 1. Apologies for absence.**  
To receive any apologies for absence.
- 2. Declaration of Interest.**  
To receive any known declarations of interest in items on the agenda.
- 3. Minutes of last meeting.**  
To authorise the Chairman to sign the minutes of the previous meeting of the Human Resources Committee held as a correct record.
- 4. Reports.**  
To consider reports on
  - a) Continuous Professional Development.

**Part B**

- 5. Exclusion of Press and Public.**  
By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 6. Reports.**  
To consider reports on
  - a) Facilities Officer's Probationary Period.
  - b) Town Clerk's Working Time.
  - c) 2019-20 National Pay Agreement.

## HUMAN RESOURCES COMMITTEE

9<sup>th</sup> APRIL 2018

### AGENDA

1. **Apologies for absence.**  
To receive any apologies for absence.
2. **Declaration of Interest.**  
To receive any known declarations of interest in items on the agenda.
3. **Minutes of last meeting.**  
To authorise the Chairman to sign the minutes of the previous meeting of the Human Resources Committee held as a correct record.
4. **Reports.**  
To consider reports on
  - a) Continuous Professional Development.

#### Part B

5. **Exclusion of Press and Public.**  
By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
6. **Reports**
  - a) Town Clerk reasonable adjustments.