

Dear Councillor,

I summon you to a Meeting of the HR committee to be held at Coubro Chambers on 1st December 2021 at 16:30. There will be no Open Forum preceding this meeting.

Please note: This meeting is to be recorded. Please inform the Committee before the start of the meeting if you do not wish to be included.

Yours sincerely,



Jan Hearsey, Clerk

A G E N D A

HR-2021/2-56 Apologies for absence and reasons given.

HR-2021/2-57 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items.

HR-2021/2-58 Minutes of previous Meeting – To agree the notes of the meeting of 5th November 2021 and the HR Sub Committee notes of the meeting of 22nd November 2021 as minutes.

HR-2021/2-59 To agree solutions for improving the safety of employees

HR-2021/2-60 To agree to recommend to Full Council amendments to the Clerks delegated powers.

HR-2021/2-60 To agree to recommend to Full Council amendments to the Employee Handbook

HR-2021/2-60 To agree an annual review and acceptance process for all written policies and procedures.

HR-2021/2-61 To discuss completed staff appraisals and agree action points where required - To resolve to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted



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HR-2021/2-62 To resolve to approve or decline a holiday request - To resolve to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted

HR-2021/2-63 Update on an outcome in relation to a staffing matter - To resolve to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted

HR-2021/2-64 To agree to appoint a subcommittee to deal with a staffing matter - To resolve to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted

HR-2021/2-65 To discuss and agree the reviewed budget for 2022/3 - To resolve to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted

HR-2021/2-66 Items for discussion and agenda item requests.

HR-2021/2-67 Confirm date and venue of next Meeting.

a) To agree a venue and date.