

Dear Councillor,

I summon you to a Meeting of the HR committee to be held at Coubro Chambers on 23<sup>rd</sup> March 2021 at 14:00 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-2021/2-96 Apologies for absence and reasons given.**

**HR-2021/2-97 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-2021/2-98 Minutes of previous Meeting** – To agree the notes of the meeting of 18<sup>th</sup> February 2022 as minutes.

**HR-2021/2-99 To discuss and resolve to agree the review of the following policies:**

- a. Employee Handbook
- b. Health and Safety Policy
- c. Volunteer Policy
- d. Data Protection Policy
- e. Data Breach Procedure
- f. Subject Access Request Procedure
- g. General Privacy Notice

**HR-2021/2-100 To resolve to agree the type of Man Down systems and personal alarms to purchase**

**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 for agenda items: 2021/2-101; 2021/2-102; 2021/2-103**

**HR-2021/2-101 To resolve to agree a way forward regarding staff holiday**

**HR-2021/2-102 To resolve to approve a holiday request**

**HR-2021/2-103 To resolve to agree a way forward regarding a staffing matter.**

**HR-2021/2-104 Agenda item requests.**

**HR-2021/2-105 Confirm date and venue of next Meeting.**

a) To agree a venue and date.