

16/05/23

NOTICE IS HEREBY GIVEN, and Members are summoned to attend a meeting of the HR, H&S and Data Protection Committee to be held at Coubro Chambers on Monday 22nd May 2023 at 17:00 at which the under mentioned business will be transacted.

Yours sincerely,



Jan Hearsey – Clerk

HR- 2023/4 - 001 Apologies for absence

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

HR- 2023/4- 002 Declarations of interest.

- a) 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-2023/4- 003 Minutes

- a) To resolve to approve as a correct record the notes of the meetings of the Committee held on 8th May 2023 and to authorise the Chair to sign the official minutes.

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-2023/4-004 Recruitment

- a) To receive an update on second interviews and references and to resolve to agree the way forward.
- b) To resolve to agree recruitment of current vacancies

HR-2023/4- 005 Staffing matters

- a) To discuss and resolve to agree a staffing matter following advice from the Council's advisor
- b) To discuss and resolve to agree an ongoing staffing issue
- c) To discuss and resolve to agree a new staffing issue

HR-2023/4-006 Training

- a) To review staff training and resolve to agree the training courses required

HR-2023/4-007 Policies

- a) To review and amend as appropriate the Employee Handbook and to resolve to agree to recommend to Full Council

HR-2023/4-008 Office procedures

- a) To discuss and resolve to agree the office procedures

HR-2023/4-009 Meetings

- a) To resolve to agree the meeting schedule for 2023