

30/05/23

**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 5<sup>th</sup> June 2023 at 17:00 at which the under mentioned business will be transacted.

Yours sincerely,



Jan Hearsey – Clerk

## Agenda

### **HR- 2023/4 - 010 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- 011 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- 012 Minutes**

- a) To resolve to approve as a correct record the notes of the meetings of the Committee held on 22nd 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-2023/4-013 Recruitment**

- a) To receive an update on recruitment of Open Spaces staff and to resolve to agree the way forward.
- b) To resolve to agree to advertise the position of Deputy Clerk and agree the hours, salary scale point and closing date.
- c) To discuss and resolve to agree an apprenticeship role.

### **HR-2023/4-014 Staff attendance management app**

- a) To resolve to agree the app required

### **HR-2023/4-015 Staffing matters**

- a) To receive an update on an ongoing staffing matter and resolve to agree the next step.

- b) To receive an update on a further development of a staffing matter and resolve to agree the next step.
- c) To receive an update of an additional staffing matter and resolve to agree the next step.