2nd September 2021

Dear Sir/Madam,

You are summoned to a meeting of the **Human Resources Committee** to be held on Tuesday 7th September 2021 at7.00pm, Board room, Perton Civic Centre.

Yours faithfully

B Hodgetts

**Becky Hodgetts**

**Clerk to the Parish Council**

# AGENDA

## **HR01/21 - To receive apologies for absence**

## **HR02/21 - Appointment of Vice Chairman**

## **HR03/21 - Declaration of Disclosable Pecuniary and other Interests and dispensation requests**

## **HR04/21 - To approve the minutes from HR Committee meeting held on 5th May 2021**

## **HR05/21** **- To review and adopt the amended appraisal**

**HR06/21 - To agree the policy review timetable**

## **HR07/21 - To agree date and time of next meeting**

**CONFIDENTIAL AGENDA**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

In pursuance of the powers contained in section 1 of the above act, I move that the press and public be excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest.

## **HR08/21 – To agree staffing - recommendations to be presented to Full Council**

## To agree permanent appointment of Assistant Parish Clerk.

1. To agree Contract, Job description and person specification for Assistant Clerk
2. To agree advertising the post of Assistant Clerk with closing date
3. To agree members of the interview panel
4. To discuss framework for staff structure