

Normandy Parish Council

Serving Our Community through working in Partnership

To Members of the Human Resources Committee - Councillors Mark Galloway, Amy McLeod, Bob Hutton and Pat Tugwell

You are summoned to attend a meeting of **NORMANDY PARISH COUNCIL HUMAN RESOURCES COMMITTEE** that will be held on **THURSDAY 25 NOVEMBER 2021 at 6.30 pm** at **NORMANDY CRICKET CLUB, HUNTS HILL ROAD, NORMANDY, GU3 2AH.**

The meeting is open to the press and public unless the council do otherwise resolve to enter private session where members of the public and press are excluded. However, due to any Covid restrictions in place we may limited by the reduced capacity of the venue and reserve the right to restrict access once this capacity is reached.



Andy Beams

Locum Clerk and Acting Proper Officer to Normandy Parish Council

Publication date: 19 November 2021

AGENDA

- HR-27 APOLOGIES**
To receive and accept apologies for absence.
- HR-28 DECLARATIONS OF INTEREST**
To receive any declarations of personal and/or prejudicial interest from members regarding items on the agenda.
- HR-29 MINUTES OF PREVIOUS MEETING**
To receive and adopt the minutes of the Human Resources Committee meeting held on 21 October 2021.
- HR-30 QUESTIONS FROM THE PUBLIC**
Members of the public may ask a question, make representation, or give evidence in respect of the business on the agenda for a maximum per item of 3 minutes.
The Committee Chairman may, at their discretion, allow public comments on applications being discussed later in the meeting.
- HR-31 EXCLUSION OF THE PRESS AND PUBLIC**
That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
- HR-32 STAFFING MATTERS**
(a) To agree job description for handyperson and determine means of inviting applications
(b) To confirm extension of Administration Assistant support
(c) To consider staff vacancies and agree any actions
- HR-33 COUNCILLOR VACANCY**
To receive information on process for filling councillor vacancy
- HR-34 MATTERS FOR INFORMATION AND/OR FUTURE AGENDA ITEMS**