
AGENDA OF THE HUMAN RESOURCES COMMITTEE TO BE HELD ON TUESDAY 24TH JANUARY 2023, 12.30PM AT BROCKWORTH COMMUNITY CENTRE

AGENDA

1. Welcome from the Chair of the Committee
2. To elect a Committee Vice Chair
3. Attendance of Councillors to be recorded
4. To note any apologies for absence
5. To record any declarations of interests on matters on the agenda
6. To receive any public representations at the discretion of the Committee Chair
7. To approve the minutes of the Human Resources Committee held on 8th December 2022
8. Exclusion of press and public – Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to resolve to exclude the public and press from the remainder of the meeting to protect the confidential nature of the business to be transacted.
9. To receive an update on the apprentice and conclusion of her course and plans for training on new job responsibilities
10. To receive update on Clerks CiLCA course and extension and what additional support may be needed to complete course.
11. To consider utilising remaining staffing budget on locum support to produce Community Emergency Plan for Brockworth
12. To consider arrangements for staff appraisals
13. To receive an update on training for staff and councillors
14. To consider arrangements for cover of staff holidays
15. To discuss methods of monitoring handy persons workload and task management
16. To receive a verbal report from the Clerk on any urgent correspondence concerning the work of the committee
17. To discuss if another Human Resources Committee meeting should be scheduled before May as currently there is nothing on the calendar.