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13th May 2022

Dear Councillor,

You are hereby summoned to attend a meeting of the **Human Resources Committee** to be held on **Thursday 19th May 2022, at 7.00pm.**

An agenda is set out below.

Yours faithfully

Town Clerk/Responsible Finance Officer

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST
Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.
3. EXCLUSION OF PUBLIC & PRESS
RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Schedule 12A of the Act (Staffing Issue).
4. MINUTES OF HR COMMITTEE MEETING
The Minutes of the HR Committee Meeting 24th March 2022 attached.
6. RFO JOB SPECIFICATION For discussion and timescale for advertisement
7. REVIEW OF EMPLOYEES HANDBOOK
8. DATES OF NEXT MEETINGS
Annual Town & Full Council – Thursday 26th May 2022
Estates & Environment – Thursday 9th June 2022