
The HR Committee



NOTICE OF MEETING:

The next **HR Committee Meeting** will be held on
Tuesday 6th February 2024 at 10:00am
In the Council Chamber, The Town Hall, Milborne Port.

Chairman: Cllr T. Carty
Membership: Councillors; T. Watts, R. Lockey, C. Phillips, M. Capon.

To all Members of Milborne Port Parish Council HR Committee, you are hereby summoned to attend the above meeting, to resolve on the business as outlined below:

Signed:

Mr Simon Pritchard PSLCC

Parish Clerk & Responsible Finance Officer

Public Question and Comment Time:

Before the start of the formal meeting the Public are given the opportunity to ask questions or pass comment. Once the formal meeting has started the Public are reminded that they have no right to speak.

Agenda:

18) Apologies for Absence:

To receive any apologies for absence.

19) Declarations of Interests:

Members are reminded of their obligation to declare any Pecuniary or Other interests they may have under the Localism Act 2011 and the Council's Code of Conduct.

20) Adoption of Minutes:

To adopt the minutes of the last HR Committee meeting on: **Tuesday 14th November 2023**

21) Confidential Session:

Members to pass a resolution to require the press and public to leave the meeting as the rest of the agenda items relate to confidential staffing matters.

22) Employment of a Facilities Officer:

To resolve in the finer details of the role, job description and salary range. Interviews to take place on Wednesday 7th February.

23) HR Committee Budget Update and Assessment of Risks:

To receive the latest budget spending to date for the committee's budget lines and to receive a verbal report from the Clerk as to any possible future unbudgeted liability that would have a significant impact on the Council's finances.

24) Confidential Employment Matters:

A. Report from the Chairman:

To receive any confidential reports from the Chairman and resolve on the same.

B. Report from the Proper Officer:

To receive any confidential reports from the Proper Officer and resolve on the same. Including but not limited to:

- To authorize overtime claim for Nov/Dec23
- To note the lack of progress towards online banking