

## NOTICE OF AN EXTRAORDINARY HUMAN RESOURCES COMMITTEE MEETING

I hereby give notice that the meeting of the Human Resources committee will be held in Brockworth Community Centre, on **Thursday 8<sup>th</sup> August 2019 at 5.00 p.m.**

**The following Members of the Committee** are hereby summoned to attend for the business of considering and resolving upon the matters as set out below; **Cllrs. Chris Evans, Charlotte Parry, Scott McNeill, Ruth Hatton, Debbie Harwood, Carole Neal, Sara Stevens, Wayne Stevens, Louise Gerrard.**



Assistant Clerk to the Council  
1<sup>st</sup> August 2019

### **Fire procedure to**

**In the event that the continuous alarm sounds you must evacuate the building by the nearest available fire exit. The nearest is at the bottom of the stairs and turn left. Members and visitors should proceed to the assembly point which is at the back of the building next to the MUGA.**

**All Visitors and members should await further instructions and please do not enter the building.**

## **AGENDA**

**08/HR TO RECEIVE APOLOGIES FOR ABSENCE**

**09/HR DECLARATIONS OF INTEREST**

Members are invited to declare any interest they may have in the business set out on the Agenda to which the approved Code applies.

Members are reminded that they should, at all times, observe the Code in carrying out their duties and that they signed such an undertaking in their Declaration of Acceptance of Office.

**05/HR STAFFING MATTERS**

**Standing Order 10A-xi to exclude the press and public from the meeting in respect of confidential or sensitive information which is prejudicial to the public interest.**

1. 15 Minute allocated to receive and review of confidential report (to be received at the meeting)
2. To discuss and approve the confidential report
3. To approve a staff meeting with individual employees with the Chairman of the Full Council and Chairman of HR.
4. To receive all employees job description for review (To be distributed at the meeting by Cllr D Harwood)