

Minutes of the meeting of the Human Resources Committee held in Brockworth Community Centre, on **Monday 18th November 2019 at 11.00 am.**

1.	Attendance recorded from Councillors Charlotte Parry (chair), Ruth Hatton, Debbie Harwood, Sara Stevens. No members of the public attended. Clerk: Mrs J Shirley	Actions
2.	Apologies were received from Cllrs Louise Gerrard and Scott McNeill	
3.	Chair advised that due to confidential and sensitive information the exclusion of press and public under Standing Order 10A was necessary	
4.	No Declarations of matters of interest on the agenda were received	
5.	Committee noted the update on the staff review process.	
6.	<p>a. Committee delegated authority to the Business Clerk to advertise and shortlist candidates for the Community Administrator role, with a closing date of 15th December. It was agreed to accept CVs for the applications. It was agreed that the interview panel will consist of one Clerk, Chair of HR plus either Cllr Hatton or Cllr Gerrard depending on availability.</p> <p>b. Committee delegated authority to the Business Clerk to shortlist for the Apprentice role, closing date 22nd November. It was agreed that the interview panel will consist of one Clerk, the Building Manager plus Chair of HR.</p>	<p>JS</p> <p>JS</p>
7.	Meeting closed 11.28am Date of next meeting 26 th November 2019 at 7pm	BH