

WROCKWARDINE PARISH COUNCIL

NOTICE of the HUMAN RESOURCES COMMITTEE MEETING

WEDNESDAY 18th August 2021

**At Admaston House (Dothill Room),
Admaston at 6.00p.m
PUBLIC AND PRESS ARE WELCOME**

Dated this: 6th August 2021

Signed:
(Clerk to the Council)

AGENDA

1. **Welcome**
2. **Apologies for absence**
3. **Declaration of Interests: a) Pecuniary b) Personal**
4. **Public Session (15 mins)** - the Meeting will be adjourned for 15 minutes to allow questions to the Chairman and Committee Members from members of the public
5. **Minutes** – to confirm the minutes of the HR Committee meeting held on Wednesday 30th June 2021
6. **Terms of Reference** – to receive and agree for submission to Council
7. **Lone Working** – update on Safepoint trial & agree next steps
8. **Policies** – to consider the outstanding policies & determine a timetable for completion
9. **Contract of Employment** – to receive the Clerk's amended contract
10. **Clerk's Accounts** – to receive timesheets, annual leave card & mileage claims
11. **Any other business**
13. **Date of the next meeting** – to be set by the Committee

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