



# Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL  
[www.waretowncouncil.gov.uk](http://www.waretowncouncil.gov.uk)  
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## HUMAN RESOURCES COMMITTEE

will meet on

**Monday 26<sup>th</sup> September 2022**

In the Council Chamber, Ware Priory at 7.30pm

All Members of Ware Town Council Human Resources Committee are summoned to attend the above meeting when the following business will be transacted:

Terry Philpott, Town Clerk  
21<sup>st</sup> September 2022

**EXCLUSIONS OF THE PRESS AND PUBLIC:** To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)

### A G E N D A

**HR034: To receive and accept Apologies for Absence**

**HR035: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.**

**HR036: Minutes from the previous meeting:** to receive and sign the minutes of the last HR meeting held on 27<sup>th</sup> September 2021.

**HR037: Correspondence and Clerks report (TP)**

- Pay award 2022/23

**HR038: Agile working review (TP)**

To receive a presentation from Terry Philpott on the agile working and wellbeing within Ware Town Council.

**HR039: Staffing update new starters (TP)**

- Staffing update Cemetery and Allotments Officer
- Staffing update Communications Officer
- Events Office and Project Manager

**HR040: Administration Officer Maternity leave / long term sickness (TP)**

To receive an update

**HR041: Grounds Assistant long term sickness (TP)**

To receive an update and agree the next steps.

**HR042: HR contract with EHDC and HR Audit (TP)**

To receive an update

**HR043: Training update (TP)**

To receive an update

Councillor Training:

Staff Training:

**HR044: Agenda items for next meeting**