



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL
www.waretowncouncil.gov.uk
01920 460316

HUMAN RESOURCES COMMITTEE

will meet on

Monday 27th September 2021

In the Clerk's Office, 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
22nd September 2021

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

HR023: To receive and accept Apologies for Absence

HR024: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

HR025: Minutes from the previous meeting: to receive and sign the minutes of the last HR meeting held on 1st March 2021

HR026: Correspondence and Clerks report (TP)

- Pay award 2021/22

HR027: Staffing update new starters (TP)

- Staffing update Cemetery and Allotments Officer
- Staffing update Communications Officer
- Communications and Project Manager permanent appointment
- Priory Operations Manager / Lido Manager

HR028: Administration Officer Maternity leave(TP)

To receive an update

HR029: Grounds Assistant long term sickness (TP)

To receive an update

HR030: HR contract with EHDC and HR Audit (TP)

To receive an update

HR031: Agile working review (TP)

To receive a verbal update and discuss the introduction of agile working within Ware Town Council.

HR032: Training update (TP)

To receive an update

Councillor Training: GDPR / Finance / Induction / HAPTC?

Staff Training: GDPR / Outlook / Onsite meetings / TJP

HR033: Agenda items for next meeting