

15 Paradise Road, Downham Market, Norfolk PE38 9HS
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Town Clerk: Claire Dornan

You are summoned to attend a meeting of the **Human Resources Committee** to be held on **Tuesday 12 December 2023 at 6pm** to discuss the business on the Agenda below.

The meeting will be held at the Town Hall, Bridge Street, Downham Market PE38 9DW.

Members of the public are invited to attend this meeting.

Yours faithfully

Claire Dornan

Claire Dornan
Town Clerk
07 December 2023

AGENDA

001	To receive Members' apologies for absence
002	To receive Members' Declarations of Interest
003	To approve the minutes of the meeting held on 21 November 2023
004	To co-opt a committee member following the committee resignation of Cllr Incorvaia
005	To discuss a training recommendation from Governance Committee and agree actions
006	To discuss the draft Human Resources Committee budget and agree actions
007	Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press
007.1	To discuss staffing matters
007.2	To receive an update on staff induction
007.3	To discuss Health & Safety including recent Accident Forms
008	To agree any actions required following discussions within confidentiality
009	To elect of Chair of the Committee from 01 January 2024

End