



Helsby Parish Council

A remote meeting of the Human Resources Committee will take place at 7pm on Wednesday 10th February 2021 via Zoom

The press and public are welcome to attend. Please note: due to the current Government's advice on Covid-19, the Parish Council will meet virtually. If any members of the public wish to join the meeting in this format and make a statement or raise a question at the meeting, they should contact the clerk before the meeting at parishclerk@helsbyparish.org.uk or 01928 726433. The Clerk shall record the meeting for the purpose of assisting in taking minutes, following which the recording will then be deleted.

AGENDA

1. Public Air Time – to suspend the meeting for public participation. Maximum time allocated for this purpose is 10 minutes subject to the committee's discretion.
2. To receive any apologies for absence.
3. To receive request for dispensations or to note declarations of disclosable pecuniary interests in accordance with s.33 of the Localism Act 2011.
4. To approve the minutes of the previous meeting held on 25th January 2021.
5. Matters arising from the previous minutes. To receive members reports (for information only).
6. To discuss any urgent matters requiring immediate attention – for info only.
7. Date of next meeting – to be agreed.
8. Part B – Exclusion of the Press and Public. To resolve that the press and public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information as defined in paras 7, 8, 9 and 12 of Schedule 12a of the Local Government Act 1972.

PART B – Exclusion of the Press and Public

9. Confidential item - To approve the minutes of the previous Part B meeting.
10. Confidential Item – To discuss the procedures for recruitment of a new general assistant (including agreement of a job advert and job/person specification), to select a

recruitment panel and to agree any exit arrangements with the current postholder. The clerk will provide a report for consideration.

Core members of this committee are: Cllrs. Massey, Fincham, Temple, Branigan, O'Neill, Duffy.

Claire Jones – Parish Clerk

Thursday 4th February 2021

Email: parishclerk@helsbyparish.org.uk Phone: (01928) 726433