

**HR Committee Meeting  
Monday 1st March 2021, 7.30PM**

Public Open Session (Max. 15 mins): To receive questions/statements from members of the public

**AGENDA**

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| HR01/2020 | **Decision Required: Election of Chair**. To elect a Committee Chair for the remainder of the Council year |
| HR02/2202 | **Decision Required: Election of Vice Chair** To elect a Committee Vice Chair for the remainder of the Council year |
| HR03/2020 | **Apologies:** To accept apologies and approve reasons for absence of members unable to attend the meeting |
| HR04/2020 | **Declarations of Interests:** Members to declare any disclosable pecuniary interests or personal interests (including other pecuniary interests), they may have in the business to be transacted and in any contract to be considered |
| HR05/2020 | **Decision Required: Review of HR Committees Terms of Reference** To review the Committee’s ToR, with particular reference to Committee membership and budget responsibility |
| HR06/2020 | **Decision Required: Review of Process for Authorising Staff Leave** To review the way staff leave is authorised and to review the process for carrying over leave |
| HR07/2020 | **Decision Required: Outsourcing Payroll** To receive quotes and to decide on a payroll company to recommend to Full Council |
| HR08/2020 | **Decision Required: Review of IT Policy** |
| HR09/2020 | **Items for future discussions** To receive Councillors’ items for future agendas |

**Date of next meeting: Monday 19th April, 7.30pm.**