



19th June 2023

Dear Councillor

You are summoned to a meeting of the:

**HR Committee
on Tuesday 27th June 2023 at 7pm
To be held at Warminster Civic Centre**

Membership:

The Chairman of the Finance and Audit Committee	Cllr Keeble (West) Chairman
Cllr Fraser (West)	Cllr Robbins (East)
Cllr Jeffries (North)	

Members of the public are warmly welcome to attend meetings of the Council and its committees, unless excluded owing to the confidential nature of the business.

Copied to all other members for information.

Yours sincerely

Tom Dommett CILCA

Town Clerk and Responsible Financial Officer

1. Apologies for Absence

To receive and accept apologies, including reason for absence, from those unable to attend.

2. Declarations of Interest

To receive any declarations of interest under Warminster Town Council's (WTC) Code of Conduct issued in accordance with the Localism Act 2011.

3. Minutes

3.1 To approve as a correct record, the minutes of the HR Committee meeting held on Monday 6th February 2023. Copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

3.2 To note any matters arising from the minutes of the HR Committee meeting held on Monday 6th February 2023.

4. Chairman's Announcements

To note any announcements made by the chairman.

5. Questions

To receive questions from members of the committee submitted to the clerk in advance of the meeting.

Standing Orders will be suspended to allow for public participation.

6. Public Participation

To enable members of the public to address the committee with a written submission, an allowance of three minutes per person regarding any item on the agenda and to receive any petitions and deputations. The chairperson may read any statements submitted in advance.

Standing Orders will be reinstated following public participation.

Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

7. Health and Safety Report

The HR Committee has responsibility, all health & safety issues and the relevant required risk assessment for the management of the risk. The Council has recently switched to the Risk Wizard System and a report of all risks and action plans for 2023 will be presented to the next Full Council.

Members to note the incident report for 1st April 2023 – 15th June 2023 inclusive.
(See attached).
(Confidential papers attached for committee members only).

Members to note.

8. Staffing Matters

To receive the Clerk's reports covering ongoing HR issues. **(See attached).**
(Confidential papers attached for committee members only).

Members to note or resolve accordingly.

9. Communications

The members to decide on items requiring a press release and nominate a spokesperson if required.

Minutes from this meeting will be available to all members of the public either from our web site www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.

Next scheduled meeting: Monday 2nd October 2023.