

Issued: 31st July 2017

To: Members of the Human Resources Committee

Notice of Meeting

You are hereby summoned to a Human Resources Committee Meeting of Worth Parish Council to be held at 1st Floor, The Parish Hub, Borers Arms Road, Copthorne, on **Tuesday, 8th August 2017** at 10:00 hrs.

Mrs J Nagy
CLERK TO THE COUNCIL

AGENDA

- 1. Apologies** – to receive apologies for absence
- 2. Declarations of Disclosable Pecuniary and Other Interests** – to receive any declarations of interest from Councillors
- 3. Minutes** – to discuss, amend if necessary and thereafter approve the Minutes of the HR Committee meeting held on Thursday, 20th July 2017
- 4. Office and Work Station Risk Assessment** – to receive, discuss, and adopt Office and Work Station Risk Assessment
- 5. Parish Hub Fire Safety Procedures** - to receive and note updated fire safety procedures for the Parish Hub, produced by the Hub Management Team

Exclusion of Press & Public

That under the Public Bodies (admission to Meetings) Act 1960, The Public & Representatives of the Press & Broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

- 6. Staffing matters**– to discuss and to consider various staffing matters, including the current pension provision.
- 7. Date of the next meeting:** To be advised