

I hereby give you notice of a HR Committee Meeting of the Harworth and Bircotes Town Council to be held on **Wednesday 5th February 2025 at 2.30pm** at the Town Hall, Scrooby Road, Bircotes, DN11 8JP. All Members are hereby summoned to attend for the purpose of considering and resolving the business proposed to be transacted at the meeting as set out hereunder. Please note that meetings may be recorded.

Dated this 29th January 2025

W Davies Officer

- 17707 To receive and consider any apologies and reasons for absence
- 17708 To receive Declaration of Interest on any item on the agenda
- 17709 To suspend the meeting to hold a public session
- 17710 To approve the minutes of the HR Committee meeting held 23rd October 2024
- 17711 To consider terms of reference for the HR Committee
- 17712 To consider excluding members of the public from the meeting under the Public Bodies (Admission to Meetings) Act 1960 to allow the following confidence staff information to be discussed
- 17713 To consider the updating of employee contracts and to change the holiday entitlement to be in hours instead of days
- 17714 To consider the annual pay increases
- 17715 To consider the position of caretaker/cleaner
- 17716 To consider the position of Deputy Clerk