

Minutes of the Harworth & Bircotes Town Council's HR Committee held on Monday 28th February 2022, at 2.30pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

Present: Cllr Jones (Chair), Cllr Evans, Cllr Flynn and Cllr James

Others: W Davies (Officer) and K Tarburton (Line Manager)

17196 To receive and approve any apologies and reasons for absence

Cllr Flynn proposed to accept the apologies and reasons from Cllr Barns and Cllr Wratten; this was seconded by Cllr James and resolved by the Committee.

17197 To receive Declaration of Interests on any item on the agenda

No declaration of interests received.

17198 To suspend the meeting to hold a public session

No members of the public present.

17199 To approve the minutes of the meeting held 21st January 2022

The Chair proposed to accept the minutes of the HR Committee meeting held on 21st January 2022 as a true record; this was seconded by Cllr James and resolved by the Committee.

17200 To consider draft Terms of Reference for the HR Committee

The Officer went through a draft of HR Committee terms of reference for the Committee to consider. After consideration, Cllr Flynn proposed to update the document with the suggestions made ready for further consideration; this was seconded by Cllr Evans and resolved by the Committee.

17201 To exclude members of the public under The Public Bodies (Admissions to Meetings) Act 1960, to allow consideration of the following agenda item:

No members of the public present.

- **To consider staff recruitment**

K Tarburton, Cllr Evans and Cllr James reported on the interview they have carried out for a replacement of a previous member of staff.

After consideration, Cllr Evans proposed to make recommendations to the Council to employ the applicant on a fixed yearly hour basis which will be flexible to accommodate the work carried out in various seasons; this was seconded by Cllr Flynn and resolved by the Committee.