

## IRTHLINGBOROUGH TOWN COUNCIL



### Committee Members:

Cllr J Farrar  
Cllr D Gater  
Cllr H Khandwala  
Cllr N Khandwala  
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27<sup>th</sup> August 2019

A meeting of the Human Resources Committee will take place on Tuesday 3<sup>rd</sup> September 2019 at 7.30pm at the Town Council Offices, Station Road, Irthlingborough NN9 5SN

### AGENDA

12. Apologies - To receive and accept apologies for absence
13. Declarations of Interest - To receive declarations of Disclosable Pecuniary Interest and other interests and the nature of those interests relating to items on the Agenda
14. Minutes – To approve and sign as a correct record the minutes of the Human Resources Committee Meeting held on Tuesday 25<sup>th</sup> June 2019
15. Matters Arising (unless covered below)

**Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted, the public and press leave the room during consideration of the following item**

16. Minutes – To approve and sign as a correct record page 6 of the minutes of the Human Resources Committee Meeting held on Tuesday 25<sup>th</sup> June 2019
17. Matters Arising – To note any matters arising from page 6 of the minutes of the Human Resources Committee Meeting held on Tuesday 25<sup>th</sup> June 2019, for report only
18. To agree interview arrangements for the post of Finance/Admin Officer:
  - i) To agree arrangements for the paper sifting of application forms
  - ii) To agree members for the interview panel
  - iii) To agree arrangements for the interview
  - iv) To agree timescales and handover period
19. To agree pension arrangements for future staff
20. To review Staff Pay Scales

**Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, following the transaction of the above business the meeting is opened to the press and public**

Date of next meeting tbc