



BINGHAM TOWN COUNCIL

The Old Court House
Church Street
Bingham
Nottingham
NG13 8AL

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To: To: Councillors M Monni
" A Shelton
" J Stockwood
" T Wallace
" F Purdue-Horan
" J Lewis

30 June 2021

Dear Councillor,

You are hereby summoned to attend a meeting of the HR Sub-Committee of Bingham Town Council on Tuesday 06 July 2021 at 7.15pm, in the Council Chamber at The Old Court House, Bingham.

Please note there is a Planning Committee meeting immediately prior.

The meeting is open to members of the public and press, however, the capacity in the Council Chamber is limited to adhere with social distancing guidance.

The meeting will also be live streamed via YouTube for the public to listen and view via the link:

[Bingham Town Council - YouTube](#)

Regards

SP

Sharon Pyke
Proper Officer



BINGHAM TOWN COUNCIL

Meeting of the HR Sub-Committee to be held on Tuesday 06 July at 7:15pm
in the Council Chamber at The Old Court House, Church Street, Bingham

In person attendance

At this HR Sub-Committee meeting, there is socially distanced space for 4 public and press. Please note that once capacity is reached there will be no further admittance. Therefore, you are encouraged to watch the meeting via You Tube.

You will be required to sign and provide your contact details or you can scan the QR code for the Old Court House, if you have registered via the NHS Test and Trace app. Hand sanitiser will be available. Please be aware you will be required to keep your face covering on through-out your time in the Council Chamber unless you are exempt from wearing a face covering or have been invited to speak by the Chairman.

Please be aware if you attend in person, your image and if you do speak (at the Chairman's discretion) this will be captured as part of the live stream.

Live Stream

For those watching via You Tube, please be aware that until the meeting starts the live stream video will not be showing on the home page. For this reason, please keep refreshing the home page until you see the video appear.

A link to the recordings of meetings will be stored on the town council's website as a permanent record of the meeting. You can view the Town Council's privacy's policy by visiting <https://www.bingham-tc.gov.uk/2018/05/16/general-privacy-notice-may-2018/>



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A G E N D A

1. To receive apologies for absence & acceptance
2. To receive any Declarations of Interest
3. To sign the minutes of the extra ordinary meeting held on 24 July 2021 (Appendix A)
4. To note and make any observations in relation to the quotations received for the HR and/or Health & Safety Consultant service and to delegate the decision to two Councillors and the Town Clerk.
5. To consider how the Staffing Risks section of the Risk Register will be updated
6. To agree an interview panel for new and/or temporary staff vacancies
7. To agree to the inclusion of a Stress Management policy
8. To agree the names of up to 3 Councillors who will participate in the Local Council Consultancy Service Job Evaluation assessment
9. Confidential Business
Public Bodies (Admission to Meetings) Act 1960: -
To resolve that "in view of the confidential nature of the business about to be transacted, the Press and Public be excluded for the remainder of the meeting."

The following matter will be discussed:

- To approve the confidential notes from the extra-ordinary meeting held on 24 July 2021
- Staffing matters