

PRINCES RISBOROUGH TOWN COUNCIL

A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE HELD ON TUESDAY 6TH NOVEMBER 2012 AT 11.00AM IN PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH

AGENDA

Public Forum – The first ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda. The public are welcome to stay and observe the rest of the meeting.

1. Welcome and Apologies for Absence.
2. Acceptance of Minutes of Previous Meeting of the 9TH October 2012
3. Declarations of Interest
Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting.
4. To discuss and decide the responses to correspondence received at the Town Council
5. Invoices for confirmation
6. To discuss and decide on a recommendation to the Town Council to adopt a Whistle-blowing policy
7. To review and decide on a recommendation to the Town Council to adopt the revised Disciplinary Policy and Procedure
8. To review and decide on a recommendation to the Town Council to adopt the revised Grievance Policy and Procedure
9. To review the standing orders relevant to the Admin/HR committee.
10. To review and decide on a recommendation to the Town Council concerning the employment of a third Maintenance Operative
11. To pass a resolution to exclude the public and press in accordance with Section (12) of the Public Bodies (Admission to Meetings) Act 1960
 1. To discuss Performance Appraisals for the Clerk and Deputy Clerk
 2. To discuss and decide on a recommendation to the Town Council to adopt the independent recommended salary for a full time Clerk as suggested by BALC
12. To prepare the estimated budget for Admin/HR committee for 2013/2014
13. Agenda Items for Next Meeting
14. Date of Next Meeting

Susanne Griffiths
31st October 2012