

## PRINCES RISBOROUGH TOWN COUNCIL

### A MEETING OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE WILL BE HELD ON TUESDAY 3<sup>rd</sup> NOVEMBER 6.30 PM 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 14<sup>th</sup> July 2015
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. To discuss and decide on whether to recommend to the Town Council the employment of an apprentice for the academic years 2016 and 2017.
6. To discuss and decide on a LGPS Employers Discretions Policy for recommendation to the Town Council.
7. To discuss and decide on a recommendation to the Town Council for additional hours for a Clerical Assistant to assist with the administration of the Festival and Britain in Bloom events.
8. To prepare the Estimates budget for the Administration and Human Resources Committee for 2016/2017.
9. To discuss and decide on conducting a review into the Office Opening Hours – Cllr A Ball
10. Agenda Items for Next Meeting
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 to review staff performance appraisals and hourly rates for staff in 2016/17.
11. Date of Next Meeting



Susanne Griffiths  
28th October 2015