

PRESCOT TOWN COUNCIL



Prescot Town Hall, 1 Warrington Road, Prescot, Merseyside L34 5QX

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Dated this 12th day of October 2015

To the Members of the Human Resources Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the
Human Resources Committee for The Town of Prescot to be
held on Friday 16th October 2015 in
Prescot Town Hall, 1 Warrington Road, Prescot, Merseyside L34 5QX
commencing at 2.00 p.m.

HUMAN RESOURCES COMMITTEE MEMBERS

Councillors, D. Friar, D. Allen, L. O'Keeffe, J. Molloy, S Pimblett
and D Rigby.

A handwritten signature in blue ink, appearing to read 'Daniel Wilson', with a horizontal line extending to the right.

Daniel Wilson
TOWN CLERK

AGENDA

1. **ELECTION OF CHAIR OF COMMITTEE** Verbal
To receive nominations for and subsequently **AGREE** the position of Chair of Human Resources Committee

2. **ELECTION OF VICE CHAIR OF COMMITTEE** Verbal
To receive nominations for and subsequently **AGREE** the position of Vice Chair of Human Resources Committee

3. **TO RECEIVE APPOLOGIES** Verbal

4. **DECLARATIONS OF INTEREST** Verbal
In accordance with Standing Order 1.15 members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.

5. **MINUTES OF PREVIOUS COMMITTEE MEETING** (Pages 3-4)
To **APPROVE AND SIGN** the Minutes of the Human Resources Committee Meeting held on 20th March 2015

6. **TOWN CLERK ADDITIONAL HOURS** (Pages 5-7)
Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

7. **TOWN CLERK ANNUAL APPRAISAL** (Pages 8-10)
Members are asked to **NOTE** the Town Clerks appraisal outcome and individual priority actions for the coming year

8. **HEALTH AND SAFETY POLICY** (Pages 11-26)
Members are asked to **CONSIDER** the policy and **AGREE** to adopt it for use by the Town Council.

