

To all members of the Human Resources Committee

NOTICE OF MEETING: COUNCILLORS: You are SUMMONED to attend a (virtual) MEETING of the HUMAN RESOURCES COMMITTEE on Tuesday 21st July 2020 at 6:30pm

Councillors are reminded that as office holders they are expected to comply with the Nolan Principles and the Council's Code of Conduct as well as showing respect for others in accordance with the law.

The meeting will be held virtually using Zoom with remote attendance. Any member of the public or press who wants to ask a question should email townclerk@brutontowncouncil.gov.uk to receive access information. The meeting will be streamed live on the Town Council's YouTube channel at <https://www.youtube.com/channel/UClUPcCBOFP3kZaeMgfkWT4w/>

Before the start of the meeting members of the public will be given an opportunity to comment on Agenda items, at the discretion of the Chair, but they should be aware that the proceedings may be filmed or recorded.

AGENDA

- 1. Election of Chairman**
- 2. Apologies for Absence**
- 3. Declarations of Interest**
- 4. Minutes of Meeting dated 19th November 2019**
- 5. Job Description for Resilience Officer**

Councillors are asked to review the draft Job Description for the proposed part-time role of Resilience Officer to have particular responsibilities for coordination of volunteers, communications, grant funding and projects, including the climate and ecological emergency, including any recommendations to Full Council.

- 6. Community Office**

Councillors are asked to consider the Community Office, particularly towards easing of Covid-19 restrictions and generally.

- 7. Exclusion of Press and Public**

Council to consider entering confidential session and thereby exclude Press and Public from the meeting owing to the sensitive nature of the business to be discussed.

- 8. Request for Flexible Workplace Location**

Councillors are asked to consider the request from the Town Clerk for flexibility in workplace location and to make Recommendations to Full Council.

Stephen Hill

Town Clerk