



09 June 2021

To Councillors:

Desna Allen (Chairman)	Jenny Budgell
Peter Cousins	Bill Douglas
Robert Giles (Vice)	Angie Litvak-Watson
Kathryn MacDermid	Matthew Short
Myla Watts	

Extraordinary Meeting of the Human Resources Committee Wednesday 16 June 2021

Dear Councillor,

You are summoned to attend an Extraordinary meeting of the Human Resources Committee to be held in the Neeld, High Street, Chippenham on Wednesday 16 June 2021 commencing at 6pm for transaction of the business given in the Agenda attached.

Please note members of the public are invited to address the council at this meeting at 6pm. Members of the public are requested to send their public question to enquiries@chippenham.gov.uk by 12pm on the day before the meeting and confirm whether they will be in physical attendance or require an officer to read out the question on their behalf. Priority of physical attendance at a Council meeting will be given to the press and those who have sent their public question in advance and will read it out, remaining seats will be allocated on a first come first served basis.

Alternatively, anyone who wishes to watch the meeting only can do so via this link:
<http://youtube.com/channel/UCLhKQ0VMR7-mu7GvGYO3uGg/live>

Yours faithfully

Councillor Desna Allen
Chairman, Human Resources Committee

All council meetings are open to the public and press

RECORDING OF PUBLIC COUNCIL MEETINGS

Recording and using social media is permitted at Council meetings which are open to the public. Please note that this meeting will be live streamed to YouTube and will remain there in the public domain for a period of 6 months.

6pm - PUBLIC QUESTION TIME (not to exceed 30 minutes)

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

To aid the meeting process, Chippenham Town Council ask members of the public to email their questions to enquiries@chippenham.gov.uk no later than 12pm on the day before the meeting.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting. A record of any public participation session shall be included as an appendix to the minutes.

Agenda

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Wards affected Page
no.

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **NOTIFICATION OF SUBSTITUTION**

To receive any notification of substitution made to the Chief Executive.

3. **DECLARATION OF INTEREST**

All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct.

Members are reminded to declare any dispensation granted in relation to any relevant matter.

4. **CHAIRMAN'S ANNOUNCEMENTS**

To receive any announcements from the Chairman.

Item 5 to consider

5. **TO ESTABLISH THE FOLLOWING PANELS OF THE HUMAN RESOURCES COMMITTEE FOR THE MUNICIPAL YEAR 2021/22:** All

I) DISCIPLINARY PANEL

To nominate three Councillors to establish a panel for the purpose of hearing some disciplinary cases and disciplinary appeals.

II) GRIEVANCE AND COMPLAINTS PANEL

To nominate three Councillors to establish a panel for the purpose of hearing and determining grievance appeals.

iii) CHIEF EXECUTIVE'S PERFORMANCE REVIEW PANEL

To nominate three Councillors to establish a panel for the purpose of conducting the Chief Executive's appraisal process. To meet twice yearly usually September and March.

6. **ITEMS FOR COMMUNICATION**

To consider any items for communication and any items to be consulted with the Youth Council.

7. **DATE OF NEXT MEETING**

The next meeting of the Human Resources Committee will take place on Thursday 02 September 2021 at 4pm.