

OLNEY TOWN COUNCIL



To all members of Olney Town Council HR Committee

You are hereby summoned to attend a meeting of the **HR Committee** to be held at the Olney Centre, on **Monday 18 June 2018 at 7:00 p.m** for the purpose of transacting the following business.

Liam Costello
Town Clerk

13 June 2018

AGENDA

1. To receive apologies for absence.
2. To receive any declarations of interests.
3. Approval of minutes of HR meeting held on 21 May 2018
4. Access to personnel files
5. Agree job descriptions for all staff so they can go forward for evaluation
6. Status of notes from previous chair of the committee
7. To consider exclusion of Public and Press Representatives pursuant to the Public Bodies (admission to meetings) Act 1960 on the basis that publicity would be prejudicial to the public interest by the confidential nature of the business to be transacted
8. Report on independent investigation into complaint against the council
9. Update on grievance
10. Matters to be reported at next council meeting

Town Clerk: Mr. Liam Costello
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