

# OTTERY ST MARY TOWN COUNCIL

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15<sup>TH</sup> July 2021

To: **Members of the Human Resources Management Committee of Ottery St Mary Town Council**

A Meeting of the Human Resources Management Committee of Ottery St Mary Town Council will be held in Office 1, The Council Offices, The Old Convent, 8 Broad Street, Ottery St Mary on **THURSDAY 22<sup>ND</sup> JULY 2021 at 11.00am** to consider the matters detailed on the Agenda below

Yours faithfully

*C J McIntyre*

**Christine McIntyre**  
**Chief Executive Officer**

## **COVID 19 PRECAUTIONS**

Our Risk Assessment requires that anyone who wishes to attend the meeting in person, contacts the CEO in advance (and no later than 5pm on 20<sup>th</sup> July) to ensure social distancing and attendance protocols are fully understood and adhered to and that the capacity limit for public attendance is complied with. It is requested that you do not attend the meeting if presenting symptoms of, or have recently tested positive for, COVID-19.

**Recording of Meetings etc** - Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Mayor has the power to control public recording and/or reporting so it does not disrupt the meeting.

**Mobile Phones, Pagers and Similar Devices** – All persons attending this meeting are required to turn off Mobile Phones, Pagers and Similar Devices. The Mayor may approve an exception to this request in special circumstances

## **A G E N D A**

- 1 . To receive apologies for absence
2. To receive Declarations of interest for items on the Agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the Agenda
3. Under the Public Bodies (Admission to Meetings) Act 1960 as amended by s.100 LGA 1972, the public (including the press) are excluded from items 5 and 6 due to the confidential nature of the contents

4. To approve and sign the Minutes of the Human Resources Management Committee Meeting of 15<sup>th</sup> October 2020
5. To consider and make recommendations (as appropriate) re various staffing issues
6. To consider Councillors Questions relating to HR Matters