



KNOWSLEY TOWN COUNCIL

Bob Whiley Community Centre,
Shop Road, Knowsley Village, Merseyside L34 0HD
Tel: 0151 548 4545
Email: jane.thomas@knowsley.gov.uk

Dated this 11th day of November 2020

To the Members of the Human Resources Committee

**YOU ARE HEREBY SUMMONED TO ATTEND a meeting of
the Human Resources Committee of Knowsley Town Council, to be
held on Wednesday 18th November 2020, via Zoom commencing at
4.00 p.m.**

Committee Members

Cllr J Donnelly (Mayor of the Council)
Cllr L Tomlinson (Deputy Mayor of the Council)
Cllr D J Baum, Cllr N Joseph, Cllr L O'Keeffe,
Cllr I Smith

Jane Thomas
Acting Clerk of the Council

A G E N D A

- 1. APOLOGIES**
- 2. DECLARATION OF INTEREST**

*In accordance with Standing Orders 1.19.1, 1.19.2, 1.19.3, members are
Invited to indicate any interests they may have in relation to items on the
agenda for the meeting.*

3. **MINUTES OF THE PREVIOUS COMMITTEE MEETING**

To receive a copy of the Minutes of the Human Resources Committee Meeting held on Wednesday 5 August 2020 – **FOR INFORMATION ONLY**

4. **ANNOUNCEMENTS FROM THE CHAIRMAN**

To receive announcements from the Chairman of the Committee.
- **FOR INFORMATION ONLY**

5. **ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL**

To receive announcements from the Acting Clerk of the Council.
- **FOR INFORMATION ONLY**

6. **HOLIDAY REQUEST SYSTEM UP DATE.**

To **CONSIDER** a report from the Locum Clerk

7. **LONE WORKING- MANAGING THE RISK**

To **CONSIDER** a report from the Locum Clerk

EXEMPT/CONFIDENTIAL

(Under Section 1.10.1 of the Council's Standing Orders, that in view of the confidential nature of the business about to be transacted, the press and public will be temporarily excluded from the meeting for the following item)

8. **STAFF INCENTIVE SCHEME 2020/21**

To **CONSIDER** a report from the Acting Clerk of the Council.

9. **REVIEW OF THE LOCUM CLERKS HOURS**

To **CONSIDER** a report from the Locum Clerk.