



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 16th day of July 2026

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
Thursday 23 July 2026, in the Committee Room, Community Pavilion, Pool
Hey, Stockbridge Village, commencing at 5.30 p.m.**

Committee Members

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

Jane Thomas

Clerk of the Council

A G E N D A

1. ELECTION OF CHAIRPERSON OF THE COMMITTEE FOR THE MUNICIPAL YEAR 2026/2027

To receive nominations for the position of Chairperson of the Committee for the
Municipal Year 2026/2027.

2. ELECTION OF VICE-CHAIRPERSON OF THE COMMITTEE FOR THE MUNICIPAL YEAR 2026/2027

To receive nominations for the position of Vice-Chairperson of the Committee for
the Municipal Year 2026/2027.

3. APOLOGIES

4. DECLARATIONS OF INTEREST

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

5. ANNOUNCEMENTS FROM THE CHAIR OF THE COMMITTEE

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

6. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

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

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)

7. INCREASE HOURS FOR ADMINISTRATIVE ASSISTANT

To **CONSIDER** a report from the Clerk regarding a proposal to increase the working hours of the Administrative Assistant and to make an appropriate **RESOLUTION**.

8. ADDITIONAL HEALTH & SAFETY RESPONSIBILITIES AND PROPOSED NEW CARETAKER SUPERVISOR POST

To **CONSIDER** a report from the Clerk recommending a salary adjustment in recognition of additional responsibilities and establish a new post approve assimilation in principle.

Item 7

KNOWSLEY TOWN COUNCIL

To: The Chair and Members of the Human Resources Committee

Meeting: 23 July 2026

Report of the Clerk of the Council and Responsible Financial Officer

EXEMPT/CONFIDENTIAL

INCREASE IN HOURS FOR ADMINISTRATIVE ASSISTANT

Not for Publication Exempt/Confidential

Item 8

KNOWSLEY TOWN COUNCIL

To: The Chair and Members of the Human Resources Committee

Meeting: 23 July 2026

Report of the Clerk of the Council and Responsible Financial Officer

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ADDITIONAL HEALTH & SAFETY RESPONSIBILITIES
AND PROPOSED NEW CARETAKER SUPERVISOR POST

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