



PRINCES RISBOROUGH TOWN COUNCIL



TO: THE MEMBERS OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE (Councillors I McLauchlan, A Ball, J Coombs, A Turner, P Summerbell and M Walsh)

Dear Councillor,

You are summoned to attend a meeting of the **Administration and Human Resources Committee** to be held at **The Princes Centre, Clifford Road, Princes Risborough** on **MONDAY 29th APRIL 2019 at 3.00 PM** when the business set out in the following agenda will be transacted.

Susanne Griffiths
Clerk to the Town Council
23rd April 2019

AGENDA

- 1. Welcome and Apologies for Absence.**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.
- 2. Acceptance of Minutes of Previous Meeting of the 8th March 2019.**

To receive and approve as a correct record the [minutes](#) of the Administration/Human Resources meeting held on the 8th March 2019.
- 3. Declarations of Interest and Dispensations**

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

 - i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
 - ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).
- 4. Public Forum**

Ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda, as provided for in Standing Order Numbers 3 (e-k). The public are welcome to stay and observe the rest of the meeting.
- 5. Correspondence**

To discuss and decide on a response to correspondence received relating to the Admin & HR Committee
- 6. Future Agenda Items**

To receive items to be included in the next agenda that fall under the remit of this Committee.
- 7. Exclusion of the Press and Public**

To pass a resolution to exclude the public and press in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to discuss staff matters and decide on any actions to be taken.
- 8. Date of Next Meeting**

To note the date of the next meeting.

Distribution – all Councillors, Noticeboards and Council website.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND.

Agenda Item No 5.

Subject: Careers Event at Princes Risborough School

I am currently organising a Careers Event at the **Princes Risborough School** to take place on **Monday 22 July 2019** and would like to invite you to participate.

The aim of the day is to make students aware of the choices for their next steps; inspire academically and professionally and enable students to make informed decisions when selecting their future career. This will be done through a range of planned activities by you the employer. Last year I invited each professional to plan a workshop that illustrated the skills needed for either their job or a role in their industry. Although it may sound scary to some, all facilitators produced some amazing activities which were well received by the students now in year 11!

I would like to invite you to support this years' event by releasing a member of staff, if not yourself, to represent your organisation/institution to help inspire the next generation to be positive, responsible and successful. The inaugural event last year proved successful with lots of positive feedback from all participants and students.

If you would like to take part, I would be very grateful if you could please let me know by **Friday, 11 May 2019** when I can discuss further the structure of the day and discuss activities, expectations and queries. If you have any queries in the meantime please do not hesitate to email me or contact the school directly on 01844 345496.

I look forward to hearing from you.