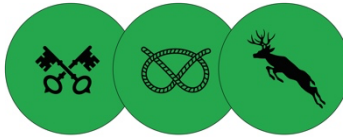


Hednesford Town Council



Gateway to the Chase

25 October 2021

Dear Councillor,

A Meeting of the Finance, Personnel and Operations Committee will be held at **6:00 pm** on **Wednesday 3 November 2021** at Pye Green Community Centre.  
Please note the return to face to face meetings for Councillors.

This meeting will also be live streamed on the Hednesford Town Council Facebook page.

You are invited to attend for consideration of the matters shown on the agenda.

Yours sincerely

Michelle Baker  
Operations & Regeneration Manager

#### PUBLIC PARTICIPATION

Members of the public are invited to join the meeting online via Zoom and address the Council and ask questions before the meeting begins.

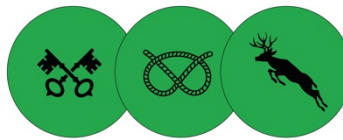
Join Zoom Meeting

Join Zoom Meeting:

<https://us02web.zoom.us/j/89357688536?pwd=YkJKJVWJRaUJvWG1QVE5iWmFOZ2tPQT09>

Meeting ID: 893 5768 8536

Passcode: 055915



## AGENDA

### **Finance, Personnel and Operations Committee** **Wednesday 3 November 2021 (6pm - 7pm)**

Public participation

1. Welcome and apologies
2. Declaration of interest
3. Received for consideration - draft lone worker risk assessment (attached)
4. Received for consideration - draft lone worker policy (attached)
5. Update on Community Officer recruitment

#### **Private business**

*The public's exclusion from part or all of a meeting shall be by a resolution, which shall give reasons for the public's exclusion*

6. Received for consideration - formal requests for flexible working (attached)
7. Received for consideration - requests for payment of accrued overtime
8. Consideration of policy & process options in relation to accrued overtime for HTC staff
9. Update from RFO:
  - *Q2 financial report (attached)*
  - *Internal auditor*
  - *Finance system - consider changing to alternative*
  - *Budget - initial discussion around process - pass to committees to consider items to be included*
10. Date of next meeting