

Dated this: 12<sup>th</sup> September 2025

To: **The Chairperson & Members of the HR Committee  
of Halewood Town Council.**

You are **summoned** to attend a meeting of the HR Committee to be held on

**Thursday 18<sup>th</sup> September 2025**

at The Arncliffe Sports and Community Centre

Arncliffe Road

Halewood

L25 9PA

commencing at 6:30 p.m.

*J MacKenzie*

For and on behalf of the Committee

## **AGENDA**

**1. To receive apologies**

**2. Declaration of Interest in Items on the Agenda**

**3. Minutes**

Pages 1 – 2

To approve and sign the minutes of the meeting of the HR Committee held on 28<sup>th</sup> August 2025

**3. Business Support Officer Training**

To receive a report from the Interim Town Manager and consider recommendations.

Pages 3 – 8

Exempt Item

That under Section 100(A) of the Local Government Act 1972, the public be excluded for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of part 1 of Schedule 12A to the Act.

**NOT FOR PUBLICATION**