

## HUMAN RESOURCES COMMITTEE 26th OCTOBER 2016.

### AGENDA

- 1. Election of Chairman**  
To appoint the Committee's Chairman for the ensuing year.
- 2. Election of Vice-Chairman.**  
To appoint the Committee's Vice Chairman for the ensuing year.
- 3. Apologies for absence.**  
To receive apologies for absence.
- 4. Declaration of Interest.**  
To receive any known declarations of interest in items on the agenda.
- 5. Town Clerk line management.**  
To appoint a Committee Member to provide line management to the Town Clerk in respect of time keeping, leave approval, sickness absence, salary payments and time-in-lieu arrangements.
- 6. Forward work programme.**  
To consider the forward work programme based on the suite of policies required to undertake effective human resources management.

- a) Bullying Policy.
- b) Capability Policy.
- c) Disciplinary Policy.
- d) Equal Opportunities Policy.
- e) Grievance Policy.
- f) Health and Safety Policy.
- g) Internet Email Usage Policy.
- h) Lone Working Policy.
- i) Staff Absences Policy.
- j) Training and development policy.

**8. Correspondence.**

To consider correspondence received and to make any necessary decisions thereon.

**9. Future Agenda items.**

To note items for future agenda.



## HUMAN RESOURCES COMMITTEE 30<sup>th</sup> NOVEMBER 2016.

### AGENDA

- 1. Apologies for absence.**  
To receive apologies for absence.
- 2. Declaration of Interest.**  
To receive any known declarations of interest in items on the agenda.
- 3. Minutes of last meeting.**  
To authorise the Chairman to sign the minutes of the previous meeting of the Human Resources Committee held on the 26th October 2016 as a correct record.
- 4. Staff Member Protocol.**  
To consider and approve the Staff Member Protocol.
- 5. Staff Handbook.**  
To consider and approve the Staff Handbook.
- 6. Correspondence.**  
To consider correspondence received and to make any necessary decisions thereon.

## HUMAN RESOURCES COMMITTEE 28<sup>th</sup> JANUARY 2017.

### AGENDA

- 1. Apologies for absence.**  
To receive apologies for absence.
- 2. Declaration of Interest.**  
To receive any known declarations of interest in items on the agenda.
- 3. Minutes of last meeting.**  
To authorise the Chairman to sign the minutes of the previous meeting of the Human Resources Committee held on the 26<sup>th</sup> October and the 23<sup>rd</sup> November 2016 as a correct records.
- 4. Staff Handbook additional policies.**  
To consider additions to the Staff Handbook.
  - a) Employee code of conduct.
  - b) Recruitment.
  - c) Training and Development.
  - d) Whistleblowing.
  - e) Alcohol and substance abuse.
- 6. Correspondence.**  
To consider correspondence received and to make any necessary decisions thereon.
- 7. Future Agenda items.**  
To note items for future agenda.

## HUMAN RESOURCES COMMITTEE 22<sup>nd</sup> FEBRUARY 2017

### AGENDA

**1. Apologies for absence.**

To receive apologies for absence.

**2. Declaration of Interest.**

Members will be aware of the requirement under the Council's code of conduct to declare any personal or prejudicial interests in respect of any business to be considered at today's meeting.

Such interests should be declared now, or as soon as the councillor affected becomes aware that they have a personal or prejudicial interest in today's business.

All members declaring an interest are required to state clearly what the interest is, and to advise whether it is a personal interest, or a personal and prejudicial interest as defined in the code of conduct. Any member declaring a prejudicial interest is required to leave the Chamber for the duration of the business and can take no part in the proceedings.

Members with a personal interest only, may take part in the debate and any vote. If a personal or personal and prejudicial interest is declared today that has not previously been disclosed and recorded, the councillor concerned will be required to complete and sign a declaration of interest form.

Following advice from the Monitoring Officer, in considering item 4 on the agenda, Members are reminded that you must in all matters consider whether you have a personal interest, and whether under the code of conduct you are required to disclose that interest. You must regard yourself as having a personal interest in any business of your authority if it relates to, or is likely to affect any;

- public authority or body exercising functions of a public nature;
- company, industrial and provident society, charity, or body directed to charitable purposes;
- body whose principal purposes include the influence of public opinion or policy;
- trade union or professional association; or
- private club, society or association operating within your authority's area, in which you have membership or hold a position of general control or management;

**3. Minutes of last meeting.**

To authorise the Chairman to sign the minutes of the previous meeting of the Human Resources Committee held on the 26<sup>th</sup> October, 23<sup>rd</sup> November 2016 and the 21<sup>st</sup> January 2017 as a correct records.

**4. Employee code of conduct.**

To receive a report on the Employee code of conduct and to make any necessary decisions thereon.

**5. Business Continuity Plan.**

To consider the human resource implications of the Business Continuity Plan and to make any necessary decisions thereon.

**6. Town Clerk time analysis.**

To consider the Town Clerks workload and the methodology of the time analysis and the duration of the analysis and make any necessary decisions thereon.

**6. Correspondence.**

To consider correspondence received and to make any necessary decisions thereon.

**7. Future Agenda items.**

To note items for future agenda.

## HUMAN RESOURCES COMMITTEE 29<sup>th</sup> MARCH 2017

### AGENDA

**1. Apologies for absence.**

To receive apologies for absence.

**2. Declaration of Interest.**

Members will be aware of the requirement under the Council's code of conduct to declare any personal or prejudicial interests in respect of any business to be considered at today's meeting.

Such interests should be declared now, or as soon as the councillor affected becomes aware that they have a personal or prejudicial interest in today's business.

All members declaring an interest are required to state clearly what the interest is, and to advise whether it is a personal interest, or a personal and prejudicial interest as defined in the code of conduct. Any member declaring a prejudicial interest is required to leave the Chamber for the duration of the business and can take no part in the proceedings.

Members with a personal interest only, may take part in the debate and any vote. If a personal or personal and prejudicial interest is declared today that has not previously been disclosed and recorded, the councillor concerned will be required to complete and sign a declaration of interest form.

**3. Minutes of last meeting.**

To authorise the Chairman to sign the minutes of the previous meeting of the Human Resources Committee held on the 22<sup>nd</sup> February 2017 as a correct records.

**4. Staff appraisal reporting.**

To confirm that the staff appraisal process has been completed.

**5. Staff Salaries.**

To consider adjustment to staff salaries in line with the pay award defined by the National Joint Council for Local Government Services salary scales and staff appraisals.

**6. Buddy System.**

To consider the adoption of a buddy system procedure.

**7. Future Agenda items.**

To note items for future agenda.