

Ongar

Town Council



Aimi Middlehurst
Town Clerk



8th August 2013

TO MEMBERS OF THE HUMAN RESOURCES COMMITTEE

You are hereby summoned to a meeting of the **HUMAN RESOURCES COMMITTEE** to be held in the **COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR** on **THURSDAY 15th AUGUST** commencing at **8pm** for the transaction of business as set out below. Members of the public and press are cordially invited to attend

Town Clerk

AGENDA

09/13 Apologies for absence

Councillors are asked to forward their apologies for not attending the meeting

10/13 Declaration of Disclosable Pecuniary Interests (DPIs), Other Pecuniary Interest and Non Pecuniary Interests under the Council's adopted Code of Conduct with regard to agenda items.

Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (Non Pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.

11/13 Public participation session with respect to items on the agenda previously notified to the Clerk. The Council will hear first from Councillors with prejudicial interest who must leave the room immediately after they have made their representations, answered questions or given evidence. Councillors cannot remain in the room to hear representations of others. After the close of the public participation session, any member having left due to Section 12 (2) may rejoin the Council. When the Council starts to discuss any item on the agenda, where a member has an interest, the member with that interest must have regard to the Code of Conduct and make the necessary disclosure and where appropriate leave the meeting. The maximum time allowed for this item is **15 minutes**.

12/13 Minutes of the meeting of 13th June 2013

- To confirm the minutes as a true record and the Chair to sign.

13/13 Clerk's Report

- To note items of interest not on the agenda.

14/13 2013/14 National Salary Awards

- To note the awards as recommended jointly by the National Association of Local Councils and the Society of Local Council Clerks

15/13 Pension Update - Auto Enrolment

- To note that the staging date for the Town Council is 1st October 2016

16/13 Health and Safety Service

- To consider employing the current HR service provider to undertake this service and make recommendation to Full Council

17/13 Committee Structure and Responsibilities

- To consider reallocating the current committee responsibilities and make recommendation to Full Council



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18/13 Meeting Schedule and Standard Agenda items

- To consider the current meeting schedule and agenda items and make recommendation to Full Council

19/13 Unlisted Items

- Unlisted items can be raised by Councillors or members of the public but no discussion will be held at the time of the meeting. **This will be time limited to five minutes.**

