

# Ongar

## Town Council



Aimi Middlehurst  
Town Clerk



17 April 2014

### 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 24<sup>TH</sup> APRIL 2014** 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

#### **38/13 Apologies for absence**

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

#### **39/13 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.

**40/13 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**.

#### **41/13 Minutes of the meeting of 16<sup>th</sup> January 2014**

The minutes of the meeting are attached.

#### **42/13 Clerk's Report**

To report on items that are not on the agenda

#### **43/13 Matters arising for report from the previous committee meeting**

#### **44/13 Terms of Reference**

To agree the draft Terms of Reference for

- Finance committee
- Public Relations committee

and make a recommendation to Full Council. Draft terms of reference for each committee are attached for Councillors information.



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### 45/13 Freedom of Information Request Policy

- i) To review the document and make any necessary changes and make a recommendation to Full Council

The Council's current Freedom of Information Policy was agreed at the Annual Council meeting on 16 May 2013. A model scheme published by Society for Local Councils and Clerks (SLCC) has been used as source material to update the Council's existing policy. A copy of the draft Policy with the suggested amendments and additions highlighted in red is attached for Councillors information.

- ii) To agree the continued charge for each copy and make a recommendation to Full Council  
The current fee is 10p per copy.

- iii) To consider publishing unapproved minutes on the Council website and make a recommendation to Full Council

The Information Commissioner's Office advise that it is good practice for minutes to be published as soon as possible after the meeting has been held. As part of the FOI policy review the committee may wish to recommend to Full Council to publish unapproved minutes on the Council website once agreed by the committee chair.

### 46/13 Health and Safety Review

To review the action points and progress to date

The updated action points are attached for Councillors information.

A list of all 38 Risk Assessments to be completed is attached. It is anticipated that this will be completed by the end of December 2014.

The notes of the Deputy Clerk's meeting with the Council's H & S consultant are also attached.

Following the completion of the Risk Assessments a regular programme of visits/inspections will be drawn up. A Year Chart of visits/inspections is attached for Councillors information.

### 47/13 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.**

