

Ongar

Town Council



Aimi Middlehurst
Town Clerk



29 January 2015

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 5th February 2015** commencing at **7 pm** for the transaction of business as set out below. Members of the public and press are cordially invited to attend

Town Clerk

AGENDA

26/14 Apologies for absence

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

27/14 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.

28/14 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**.

29/14 Minutes of the meeting of 9th October 2014

The minutes of the meeting are attached.

30/14 Clerk's Report

To report on items that are not on the agenda

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31/14 Matters arising for report from the previous committee meeting

32/14 Code of Conduct

To review the Council's adopted Code of Conduct and make a recommendation to Full Council

33/14 Complaints Policy

To review the Council's adopted Complaints Policy and make a recommendation to Full Council

34/14 Draft policies

- i) Safeguarding Policy - to review the draft policy and make a recommendation to Full Council
- ii) Appraisal procedure – to review the draft procedure and make a recommendation to Full Council

35/14 Emergency Plan

- i) To consider and adopt the draft Emergency Plan
- ii) To consider the provision of Emergency Boxes in Council buildings

36/14 FOI Scheme

To review the Council's adopted scheme and make any changes necessary

37/14 Approved key holders

To approve named key holders for hire of Basons out of office hours

38/14 Training

- i) To receive feedback from the Fire Warden training completed by staff
- ii) To agree the priority training requirements for all staff

An informal fifteen minute 'Open Forum' session to be held after the closure of the meeting where matters of interest or concern could be discussed by members and the public present.

