

Ongar

Town Council



Aimi Middlehurst
Town Clerk



4 June 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 11 June 2015** commencing at **8 pm** for the transaction of business as set out below. Members of the public and press are cordially invited to attend

Town Clerk

AGENDA

01/15 Apologies for absence

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

02/15 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.

Members are reminded that if there has been any change to their entries in the Register of Interests, they should complete a new form notifying the change within 28 days of becoming aware of any new disclosable pecuniary or non-pecuniary interest. The form should be returned to the Town Clerk for forwarding to the Monitoring Officer at Epping Forest District Council.

03/15 Public participation session with respect to items on the agenda previously notified to the Clerk.

To receive any representations from members of the public. The maximum time allowed for this item is 15 minutes. A member of the public shall not speak for more than three minutes.

04/15 To agree the minutes of the meeting of 5 February 2015

The minutes of the meeting are attached.

05/15 Clerk's Report

To report on items that are not on the agenda

06/15 Terms of Reference

To review the committee Terms of Reference and make a recommendation to Full Council

07/15 Staffing sub-committee membership

- i) To agree the membership of the staffing sub-committee
- ii) To agree the Terms of Reference for the sub-committee



Ongar

Town Council



Aimi Middlehurst
Town Clerk



08/15 Emergency procedures

To decide on named emergency contacts for Property Protection.

09/15 Community Resilience Emergency Plan

- i) To review, complete and agree the draft plan
- ii) To agree that the Clerk is authorised to make emergency expenditure in accordance with Financial Regulations
- iii) To consider the provision of an additional Emergency Box at Jubilee Pavilion, consider the budget implications and make a recommendation to Finance committee

10/15 Complaints policy

To review the policy and add compliments and comments

11/15 Training

- i) To review the Council's Training Statement of Intent and make a recommendation to Full Council
- ii) To consider training requirements for Councillors
- iii) To receive feedback from the Fire Warden Training completed by staff
- iv) To agree Risk Assessment training for staff
- v) To consider further training requirements for staff including E-learning courses
- vi) To note the training budget expenditure to date and committed expenditure

12/15 Pension

To agree the Policy Statement of Employer Discretions

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.

