

# Ongar

## Town Council



Aimi Middlehurst  
Town Clerk



17 September 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 24 SEPTEMBER 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

#### **13/15 To elect a chairman of the committee**

To note the resignation of Cllr Bolden as chair of the committee and to elect a new chairman

#### **14/15 To elect a vice chairman of the committee**

#### **15/15 Apologies for absence**

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

#### **16/15 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.

#### **17/15 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.**

#### **18/15 Minutes of the meeting of 11 June 2015.**

To review and agree the minutes of the meeting held on 11 June 2015.



### **19/15 Clerk's Report**

To report on items of information that are not on the agenda

### **20/15 Community Resilience Emergency Plan**

To nominate a councillor to be a designated key holder for the Council offices in Bansons

### **21/15 Health and Safety**

- i) To review the Risk Assessments previously agreed with the Council's Health and Safety consultant, Ellis Whittam
- ii) To note the report from Ellis Whittam following the visit on 29 May 2015

### **22/15 Recording of Council meetings**

- i) To consider the audio recording of council meetings and make a recommendation to Full Council
- ii) To consider the draft policy on recording council meetings and make a recommendation to Full Council

### **23/15 Standing Orders**

To review and amend (if necessary) the adopted Standing Orders and make a recommendation to Full Council

### **24/15 Exclusive Right of Burial**

To consider the draft appendix to the Council's adopted Bereavement policy on providing cemetery services for employees and make a recommendation to Full Council.

### **25/15 Training**

- i) To note the expenditure to date, committed expenditure and remaining budget
- ii) To note the training undertaken by councillors and staff since the last committee meeting
- iii) To receive a report on the Emergency First Aid training course undertaken by four members of staff
- iv) Consider whether the Jubilee Park manager and Deputy Clerk should attend a Risk Assessment course (deferred from last meeting)
- v) Consider the provision of E learning courses for Council staff (deferred from last meeting)
- vi) To note the Cilca training schedule and course content
- vii) Training opportunities at EALC over the coming months
- viii) To note the budget requirements for 2016/17 and make a recommendation to Finance committee

***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.***

