

# Ongar Town Council



Aimi Middlehurst  
Town Clerk

3 December 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 10<sup>TH</sup> DECEMBER 2015** commencing at **7.30 pm** for the transaction of business as set out below. Members of the public and press are cordially invited to attend

Town Clerk

### **AGENDA**

#### **26/15 Apologies for absence**

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

#### **27/15 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.

#### **28/15 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.**

#### **29/15 Minutes of the meeting of 24 September 2015**

To review and agree the minutes of the meeting held on 24 September 2015

#### **30/15 Clerk's Report**

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



### **31/15 Standing Orders**

- i) To consider an amendment to Standing Orders for committee members only to participate in meetings
- ii) To note that Full Council resolved not to adopt the changes to the Standing Orders recommended by Human Resources committee to include the NALC model Standing Orders item on “Motions for a meeting that require written notice to be given to the Proper Officer”

### **32/15 Terms of Reference**

To review the adopted Staffing subcommittee Terms of Reference, make any amendments necessary, and make a recommendation to Full Council.

### **33/15 Business Plan**

To review the committee’s Business Plan, make any changes necessary, and make a recommendation to Full Council.

### **34/15 Recommendation from Open Spaces committee**

To adopt the draft Memorials Risk Assessment

### **35/15 Health and Safety**

- i) To receive a report on the review of all adopted Risk Assessments
- ii) To receive a report on progress with action points following the health and safety visit by Ellis Whittam
- iii) To receive a quote for signage for fragile roofs
- iv) To consider a draft Display Screen Equipment policy
- v) To consider a draft Business Continuity Plan

### **36/15 Training**

- i) To note the available funds in the training budget
- ii) To consider councillor training on the General Power of Competence
- iii) To note the ELAC training calendar for 2016
- iv) To consider councillors/staff attendance at any course in 2016

### **37/15 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

***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.***

