

Ongar Town Council



Aimi Middlehurst
Town Clerk

3 March 2016

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 MARCH 2016** 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

38/15 Apologies for absence

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

39/15 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.

40/15 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.

41/15 Minutes of the meeting of 10 December 2015

To review and agree the minutes of the meeting held on 10 December 2015

42/15 Clerk's report

43/15 Policies

To receive a report on the review of all Policies

44/15 Procedure to fill a casual vacancy occurring on the Town Council

To consider the draft procedure, make any changes necessary and make recommendation to Full Council



45/15 Procedure to fill vacancies and recruitment policy

To consider the draft procedure, make any changes necessary and make recommendation to Full Council

46/15 Risk assessments

- i) To receive a report on the progress of drafting and approving Risk Assessments
- ii) To consider the draft Risk Assessment for the Mini Bus and make a recommendation to Finance committee

47/15 Training

- i) To receive a report on the End of Year Accounting training session attended by staff
- ii) To note the available funds in the training budget for 2015/16 and committed spend for 2016/17
- iii) To note the training completed by Councillors and staff during 2015
- iv) To consider the draft training plan for each Councillor and staff member
- v) To authorise staff training on VAT

48/15 Financial Regulations

To amend the Financial Regulations to reflect the changes arising from the Public Contacts Regulations 2015, make any changes necessary and make a recommendation to Full Council

49/15 Standing Orders

- i) To consider an amendment to Standing Orders to add Jubilee Park committee to the list of Standing committees and make a recommendation to Full Council
- ii) To consider removing the Open Forum part of standard agendas and replacing with a Public Participation Session that is not restricted to agenda items only and make a recommendation to Full Council
- iii) To consider an amendment to Standing Orders to include the changes arising from the Public Contracts Regulations 2015, agree any changes necessary and make a recommendation to Full Council
- iv) To consider an amendment to the Standing Orders to include the NALC model Standing Orders item on "Motions for a meeting that require written notice to be given to the Proper Officer" and make a recommendation to Full Council
- v) To consider amending the membership of committees to appoint councillors on a pro-rata basis members representing different political groups/residents associations/independent
- vi) To consider an amendment to allow substitution of members of committees who are unable to attend committee meetings with a nominated person.

50/15 Health and Safety

- i) To receive a report on progress with action points following the health and safety visit by Ellis Whittam
- ii) To receive information on the Council's adopted Harassment Policy
- iii) To consider the draft Violence and Bullying at Work Risk Assessment and Policy, to make any changes necessary and make a recommendation to Full Council
- iv) To receive the results of the staff consultation on Stress at Work 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.

