

# Ongar

## Town Council



Aimi Middlehurst  
Town Clerk



31 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 7 APRIL 2016** commencing at **7 pm** for the transaction of business as set out below. Members of the public and press are cordially invited to attend

J. Farr  
Deputy Town Clerk

### AGENDA

#### **51/15 Apologies for absence**

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

#### **52/15 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.

#### **53/15 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.**

#### **54/15 Minutes of the meeting of 10 March 2016**

To review and agree the minutes of the meeting held on 10 March 2016

#### **55/15 Clerk's report**

To receive items of information not on the agenda

#### **56/15 Staffing levels**

- i) To consider management of tasks in the Clerk's absence
- ii) To consider applying to EALC for a locum clerk
- iii) To consider delegating to an officer/councillor to appoint a locum clerk from EALC recommendations



**57/15 Training**

- i) To receive information on the training budget for 2016/17
- ii) To receive feedback on the VAT/finance training received from DCK Beavers
- iii) To consider training for the Admin Assistant

**58/15 To note the minutes of the Full Council meeting on 25 Feb**

**59/15 The Council is asked to RESOLVE to exclude the press and public for this meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following items contain confidential information relating to staffing matters.**

**60/15 Staffing Subcommittee**

To receive the minutes of the meeting held on 16 March 2016

**61/15 Jubilee Park**

- i) To receive advice from Ellis Whittam (the Council's Human Resources consultant) on staffing consultation
- ii) To receive the recommendation from Jubilee Park Committee –
  - To review the management structure at Jubilee Park
- iii) To make recommendations to Full Council on the above items

**62/15 The Council is asked to resolve to permit the press and public to return to the meeting under the Public Bodies (Admission to Meetings) Act 1960**

***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.***

