

**MINUTES OF THE MEETING OF THE
HUMAN RESOURCES COMMITTEE MEETING HELD AT THE
COUNCIL CHAMBER, BANSONS, BANSONS WAY, ON
THURSDAY 31st JANUARY 2013 AT 8PM**

Present: R. McNulty (Chair) J.Rushton D. Roberts
 B. Surtees A.Kaye S.Jackman

Officer: A. Middlehurst . Clerk

16/12 Apologies for absence

Apologies were received from Cllr K Tait.

17/12 Declarations of personal and or prejudicial interest

No declarations were received.

18/12 Public participation session with respect to items on the agenda

There were no members of the public present.

19/12 Minutes of the meetings of 6th and 20th September 2012

After amendments to the councilors present, the minutes of the meetings were agreed as a true record and signed by the Chairman.

20/12 Clerk's Report

CRB Checks

All CRB checks have been completed.

Remote Access Update

The committee believed the home working arrangements were effective and should be continued.

Establishment Review

The Chairman of the Committee and the Clerk are working on the format for an Establishment Review for report at the next HR Committee meeting. The review itself would not be completed prior to the Full Council Meeting in March but would be prior to the 2014/15 budget meeting.

21/12 Staff Achievements

The Clerk was asked to congratulate the Open Spaces Supervisor and Assistant to the Clerk who have successfully completed the CIEH Level 2 Award in Health and Safety in the Workplace training and assessment. Further congratulations were also to be given to the Open Spaces Supervisor who was successfully accredited with the NPTC Level 2 Award in the Safe Use of Pesticides

22/12 Statement of Intent on Training

After discussion, it was proposed by Cllr Surtees to adopt the draft single page document and provide the original statement as background reference and recommend to Full Council. Second Cllr Roberts. **AGREED.**

23/12 Committee and Full Council Agenda Packs

The current system provides full agenda paper packs to all cllrs for every committee and full council meeting. The Clerk asked the committee to consider reviewing this practice with a view to using email versions where this was acceptable. This could potentially provide significant saving on stationery, staff preparation and postage.

Cllr Surtees proposed that the Clerk canvass all cllrs with an opt in clause for paper copies and work with the Chair of the Committee to draft a proposal for Full Council in March. Seconded Cllr Roberts. **AGREED.**

24/12 Risk Assessment on the Collection of Sharps

Cllr Surtees proposed to adopt the draft document and recommend to Full Council. Second Cllr Roberts. **AGREED.**

It was also **AGREED** for the Clerk to investigate First Aid Training for the Open Spaces Staff and a member of the administration team.

25/12 HR Terms of Reference

After several alterations were made, Cllr Surtees proposed that the document be recommended to Full Council. Seconded Cllr Jackman. **AGREED.**

26/12 Essex Pension Fund

The report from Cllr McNulty was noted.

27/12 Standing Orders

After lengthy discussion, Cllr Roberts proposed that Standing Order number 18 be reviewed by the Clerk and this item referred to the next HR Committee meeting. Seconded Cllr Surtees. **AGREED.**

28/12 Committee Responsibilities

The current Terms of Reference for the committees were reviewed. After discussion, the Clerk was asked to create a new set of responsibilities and where necessary incorporate the responsibilities into other committees to submit to Full Council in March.

Changes would not come into effect until after the Annual Council Meeting in May.

Councillor Surtees left the meeting at 9.27pm.

AGREED.

29/12 Unlisted Items

There were no items raised.

Human Resources 31.1.13

The meeting closed at 9.30pm.

Signed

Chair

Date