

**MINUTES OF THE MEETING OF THE
HUMAN RESOURCES COMMITTEE MEETING HELD AT THE
COUNCIL CHAMBER, BANSONS, BANSONS WAY, ON
THURSDAY 18th APRIL 2013 AT 8PM**

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

Officer: A. Middlehurst . Clerk

30/12 Apologies for absence

Apologies were received from Cllrs R Prosser & K Tait.

31/12 Declarations of personal and or prejudicial interest

No declarations were received.

32/12 Public participation session with respect to items on the agenda

There were no members of the public present.

33/12 Minutes of the meetings of 31st January 2013

After one minor amendment, the minutes of the meeting were agreed as a true record and signed by the Chairman.

34/12 Clerk's Report

EALC Training Session

The Town Council hosted an EALC short course on the evening of 18th March. This included councillors from North Weald, Stanford Rivers and Doddinghurst. Councillors Kaye, Rushton, C Knights and Jackman also attended. The course had positive feedback from the attendees and the Clerk has offered the Council Chamber for future sessions.

35/12 Complaints Procedure

After several amendments to the draft document, it was **AGREED** to recommend this procedure to Full Council.

36/12 Establishment Review

After discussion, it was proposed by Cllr Surtees to adjourn this item to next HR Committee meeting after the Annual Council Meeting when the committee will be repopulated and more information has been gathered by the Clerk. Seconded Cllr Jackman. **AGREED.**

Human Resources 18.4.13

37/12 Standing Orders

After discussion, the following wording was drafted for Standing Order number 18:-

There shall be delegated to the Town Clerk the authority to act in respect of any function of the Council which in his/her opinion, does not allow delay. Such authority shall only be exercised after consultation with the Chairman of the Council or, in his/her absence, the Vice Chairman and the Chairman of the Committee responsible for this particular function or in his/her absence their Vice Chairman. Any such action taken will be recorded and reported to the next meeting of the Council.

It was **AGREED** to recommend this amendment to the Standing Orders to Full Council.

38/12 Electronic Signatures

Councillor Surtees proposed that both the Chairman and the Clerk's electronic signatures be held but password protected. Seconded Cllr Roberts.

AGREED.

39/12 Unlisted Items

Cllr Surtees reported that the Epping ReUse Centre's official opening was taking place on 19th April from 12.00 to 3pm.

The meeting closed at 8.07pm.

Signed

Chair

Date