

**MINUTES OF THE MEETING OF THE  
HUMAN RESOURCES COMMITTEE MEETING HELD AT THE  
COUNCIL CHAMBER, BANSONS, BANSONS WAY, ON  
THURSDAY 15<sup>th</sup> AUGUST 2013 AT 8PM**

Present:       A .Kaye (Chair)                               S Jackman                               C. Knights  
                  D. Roberts                                       B.Surtees

Officer:A. Middlehurst – Clerk

**09/13 Apologies for absence**

No apologies were received.

**10/13 Declarations of personal and or prejudicial interest**

No declarations were received.

**11/13 Public participation session with respect to items on the agenda**

There were no members of the public present.

**12/13 Minutes of the meeting of 13th June 2013**

The minutes of the meeting were agreed as a true record and signed by the Chairman.

**13/13 Clerk's Report**

**Apprenticeship Scheme**

The existing work experience volunteer has formally undertaken a full time studying post with Writtle College commencing in September.

The Clerk is in discussion with the Open Spaces Supervisor and Writtle College to review further arrangements

**14/13 2013/14 National Salary Awards**

The awards were noted.

**15/13 Pension Update – Auto Enrolment**

The staging date of 1<sup>st</sup> October 2016 was noted.

**16/13 Health and Safety Service**

Unanimously **AGREED** to recommend to Full Council that this service be undertaken in line with the current HR service contract.

**17/13 Committee Structure and Responsibilities**

Cllr Roberts proposed to recommend to Full Council that the new structure and responsibilities be trialed for an agreed period of time with immediate effect. Seconded Cllr Knights.

Voting: four agreed. One abstention. **AGREED.**

**18/13 Meeting Schedule and Standard Agenda Items**

As this item was tied to the previous agenda item it was **AGREED** to defer this item to Full Council.

Human Resources 15.8.13

The meeting closed at 9.18pm.

Signed

Chair

Date