

## Human Resources Committee Meeting 7.11.13

### MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING OF ONGAR TOWN COUNCIL HELD ON THURSDAY 7th NOVEMBER 2013 AT 7PM

#### PRESENT:

Councillors: A. Kaye D. Roberts R. Prosser

Officers: A. Middlehurst

#### **20/13 Apologies for absence**

Cllrs S Jackman, B Surtees and C. Knights gave apologies for absence. Cllrs Jackman and Surtees were representing the Council at a Local Councils Liaison meeting.

#### **21/13 Declarations of personal and/or prejudicial interest**

None received.

#### **22/13 Public participation session with respect to items on the agenda**

No public were present.

#### **23/13 Minutes of the meeting of the 15<sup>th</sup> August 2013**

The minutes of the meeting held on the 15<sup>th</sup> August were reviewed and agreed as a true record and signed by the chairman.

#### **24/13 Clerk's Report**

##### **Health and Safety Service**

An assessment has taken place and a full report is due with a list of priorities.

##### **Committee Structure and Responsibilities**

Feedback on the new structure and responsibilities has been positive to date.

##### **LGPS Workshop**

A LGPS Workshop was being held on 29<sup>th</sup> November should Councillors wish to attend.

#### **25/13 Matters arising from the previous committee meeting.**

##### **Apprenticeship Scheme**

The Clerk has been in contact with Writtle College. One student has lost his placement mid-term and may be suitable to join the Open Spaces Team on a nine month contract. Full details have not yet been provided.

#### **26/13 Standing Orders**

The arrival of the new model standing orders and NALC publication Local Councils Explained were noted.

#### **27/13 Staff Sub Committee**

The membership was **AGREED** as Cllrs A Kaye, S Jackman, D Roberts and B Surtees. It was also **AGREED** for the Sub Committee to review the 2014/15 staffing and training budgets and make a recommendation to the Finance Committee.

#### **28/13 Unlisted items for consideration at forthcoming meetings.**

None raised.

The meeting closed at 7.13pm.

Signed:

Chair of Committee

Date: