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Town Clerk

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Human Resources Committee

Core Membership: Cllr B. Larcombe (chairman), Cllr S. Williams (vice-chairman), Cllr J. Broom, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner

Notice is hereby given of a meeting of the Human Resources Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on 24 April 2018 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
18.04.18

AGENDA

1. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

Individuals will be permitted a maximum of three minutes each to address the committee

2. Apologies

To receive and record any apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 21 February 2018 (attached)

4. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

5. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

6. Matters arising from the minutes of the previous Human Resources Committee meeting held on 21 February 2018

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting

7. Update Report

To update members on issues previously reported to this committee

8. To receive the minutes of the Health and Safety Committee meeting held on 12 March 2018 (attached)

9. Update to the Health and Safety Policy

To allow members to approve the updated health and safety policy

10. Contracts of Employment

To inform members of the conclusion of negotiations with Unison, to summarise events, to detail the costs and benefits to the council and its employees of the introduction of new contracts of employment, and to establish a remuneration panel to review the pay of the enforcement officer

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

11. Member Attendance

To inform members of members' attendance levels for 2016/17 and 2017/18

12. Employee Attendance

To inform members of staff employees' attendance levels in 2016/17 and 2017/18

13. Extreme Weather and Staff Working Arrangements

To review the decisions made on staff working 1 and 2 March 2018 and 19 March 2018

14. Overtime Payments

To inform members of the level of overtime paid in March 2018 and for the whole of 2017-18

15. Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006

a) Agenda item 10 – Contracts of Employment