



HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

DATE: Monday, 24 September 2018
TIME: 7.30 pm
VENUE: Council Chamber, Council Offices,
Thorpe Road, Weeley, CO16 9AJ

MEMBERSHIP:

Councillor Callender (Chairman)
Councillor Chapman (Vice-Chairman)
Councillor Calver
Councillor Chittock
Councillor Ferguson
Councillor Griffiths

Councillor S Honeywood
Councillor Khan
Councillor King
Councillor Porter
Councillor Raby

Most Council meetings are open to the public and press.

Agendas and Minutes are published on the Council's website www.tendringdc.gov.uk. Agendas are available to view five working days prior to the meeting date and the Council aims to publish Minutes within five working days of the meeting.

Meeting papers can be provided, on request, in large print, in Braille, or on disc, tape, or in other languages.

For further details and general enquiries about this meeting, contact Debbie Bunce on 01255 686573.

DATE OF PUBLICATION: Wednesday, 12 September 2018

AGENDA

1 Apologies for Absence and Substitutions

The Committee is asked to note any apologies for absence and substitutions received from Members.

2 Minutes of the Final Meeting of the Human Resources Committee held on 1 November 2017 (Pages 1 - 6)

To confirm and sign as a correct record, the minutes of the final meeting of the Human Resources Committee held on 1 November 2017.

3 Minutes of the Final Meeting of the Council Tax Committee held on 21 February 2018 (Pages 7 - 10)

To confirm and sign as a correct record, the minutes of the final meeting of the Council Tax Committee held on 21 February 2018.

4 Declarations of Interest

Councillors are invited to declare any Disclosable Pecuniary Interests or Personal Interest, and the nature of it, in relation to any item on the agenda.

5 Questions on Notice pursuant to Council Procedure Rule 37

Subject to providing two working days' notice, a Member of the Committee may ask the Chairman of the Committee a question on any matter in relation to which the Council has powers or duties which affect the Tendring District **and** which falls within the terms of reference of the Committee.

6 Update on Apprenticeships

The Council's Work Based Learning Manager (Debianne Messenger) will attend the meeting and give an oral update to the Committee on Apprenticeships.

7 Report of Deputy Chief Executive - A.1 - Health and Safety Policy Update (Pages 11 - 34)

To provide an update on the changes to the Health and Safety Policy.

8 Report of Deputy Chief Executive - A.2 - "Time to Change" Employer Pledge Action Plan (Pages 35 - 50)

To present the "Time to Change" Employer Pledge Action Plan to Members of the Human Resources Committee.

9 Report of Deputy Chief Executive - A.3 - Social Media Policy (Pages 51 - 80)

To provide the Committee with an updated Social Media Policy.

10 Report of the Deputy Chief Executive - A.4 - Staff Statistics Report (Pages 81 - 86)

To provide the Committee with updated and current staffing statistics.

11 Report of Deputy Chief Executive - A.5 - Corporate Information Security Policy (Pages 87 - 108)

To adopt the Data Protection and Information Security Policies that will contribute towards corporate legal compliance with the European General Data Protection Regulations and the UK Data Protection Act 2018, which came into force on 25 May 2018.

12 Exclusion of Press and Public

The Committee is asked to consider the following resolution:

“That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of Agenda Item 13 on the grounds that it involves the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A, as amended, of the Act.”

13 Report of Deputy Chief Executive - B.1 - A Market Forces Report for the Planning Service (Pages 109 - 114)

To put forward proposals for the continuation of the Market Forces Supplement, previously agreed by Human Resources Committee, to support the recruitment and retention of qualified Planning staff.

Date of the Next Scheduled Meeting

The next scheduled meeting of the Human Resources and Council Tax Committee is to be held in the Council Chamber, Council Offices, Thorpe Road, Weeley, CO16 9AJ at 7.30 pm on Wednesday, 20 February 2019.

Information for Visitors

FIRE EVACUATION PROCEDURE

There is no alarm test scheduled for this meeting. In the event of an alarm sounding, please calmly make your way out of any of the fire exits in the hall and follow the exit signs out of the building.

Please heed the instructions given by any member of staff and they will assist you in leaving the building and direct you to the assembly point.

Please do not re-enter the building until you are advised it is safe to do so by the relevant member of staff.

Your calmness and assistance is greatly appreciated.