



HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

DATE:	Wednesday, 23 October 2019
TIME:	7.30 pm
VENUE:	Council Chamber - Council Offices, Thorpe Road, Weeley, CO16 9AJ

MEMBERSHIP:

Councillor Chapman (Chairman)
Councillor Griffiths (Vice-Chairman)
Councillor Broderick
Councillor Calver
Councillor Chittock

Councillor Clifton
Councillor S Honeywood
Councillor Morrison
Councillor M Stephenson

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 Katie Sullivan on 01255686585.

DATE OF PUBLICATION: Friday, 11 October 2019

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 Last Meeting (Pages 1 - 8)

To confirm and sign as a correct record, the minutes of the last meeting of the Committee, held on Wednesday 20 February 2019.

3 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.

4 Questions on Notice pursuant to Council Procedure Rule 38

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.

5 Apprenticeships and Career Track

The Committee will receive a verbal update to the Committee regarding Career Track. The information presented to the Committee will also include apprenticeship statistics, learning programmes and details of apprentices that secure permanent employment or go onto university following the completion of their learning programme.

6 Report of the Deputy Chief Executive (Corporate Services) - A.1 - Learning and Development and Investors in People Update (Pages 9 - 14)

To provide an update on Learning and Development activity during 2018/19 and Investors In People Gold Assessment.

7 Report of the Deputy Chief Executive (Corporate Services) - A.2 - Staff Handbook (Pages 15 - 54)

To provide a useful framework for new members of the Committee in order to see an overview of the Council as an 'employer'.

8 Report of the Deputy Chief Executive (Corporate Services) - A.3 - Safeguarding Policy and Procedures (Pages 55 - 78)

To present for the Committee's approval the revised 'Safeguarding Policy and Procedures'.

9 Report of the Deputy Chief Executive (Corporate Services) - A.4 - Staffing Statistics Report (Pages 79 - 84)

To provide the Committee with updated and current staffing statistics including staff numbers, gender, age, ethnicity and disability profiles.

10 Report of the Deputy Chief Executive (Corporate Services) - A.5 - Human Resources Sub-Committee Panel: Appointment of the Named Sub-Committee Member and the Named Substitute Sub-Committee Member from an Opposition Group (Pages 85 - 86)

To enable the Committee to appoint a named member and a named substitute member from an opposition group to serve on the Human Resources Sub-Committee Panel.

11 Exclusion of Press and Public

The Cabinet 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 12 on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12A, as amended, of the Act.”

12 Report of the Deputy Chief Executive (Corporate Services) - B.1 - A Market Forces Report for a post within Legal Services (Pages 87 - 92)

The Committee will consider whether to introduce a market forces supplement for a post within Legal Services.

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 Offices, Thorpe Road, Weeley, CO16 9AJ at 7.30 pm on Monday, 24 February 2020.

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.