



HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

DATE: Wednesday, 21 October 2020

TIME: 7.30 pm

VENUE: Meeting will be held in accordance with provisions of SI 2020/392. Link to live stream will be available at <https://www.tendringdc.gov.uk/livemeetings>

MEMBERSHIP:

Councillor Chapman (Chairman)	Councillor Chittock
Councillor Griffiths (Vice-Chairman)	Councillor Clifton
Councillor Amos	Councillor Morrison
Councillor Broderick	Councillor M Stephenson
Councillor Calver	

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 Keith Durran Email: democraticservices@tendringdc.gov.uk or Telephone on 01255686585.

DATE OF PUBLICATION: Wednesday, 14 October 2020

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 - 10)

To confirm and sign as a correct record, the minutes of the last meeting of the Committee, held on 24 February 2020.

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 - Verbal Update

The Committee will receive a verbal update regarding Apprenticeships and Career Track.

6 Report of Corporate Director (Operations & Delivery) - A.1 - Workforce and Contract Documentation Update Report (Pages 11 - 18)

To provide Members of the Human Resources & Council Tax Committee with an update on current staffing statistics and inform them of the recently agreed changes to the Council's Employment Contract Documentation, in line with an update to employment legislation.

7 Report of Corporate Director (Operations & Delivery) - A.2 - Sickness Absence Management Policy & Procedures Review (Pages 19 - 56)

To update Human Resources & Council Tax Committee on the review of the Council's Sickness Absence Management Policy & Procedures in line with identified best practice and the Council's Constitution and the delegated powers within.

8 Report of Corporate Director (Operations & Delivery) - A.3 - The Council's Response to COVID-19 for the Workforce (Pages 57 - 62)

To update Members of the Human Resources and Council Tax Committee on the various initiatives and policy arrangements introduced to support the workforce in response to the Coronavirus (COVID-19) Pandemic.

9 Exclusion of Press and Public

The Committee is asked to consider passing 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 10 on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 2 and 4 of Part 1 of Schedule 12A, as amended, of the Act.”

10 Report of Corporate Director (Operations & Delivery) - B.1 - A Market Forces Report for the Planning Service (Pages 63 - 66)

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 pending a full service review (anticipated in the next six months).

Date of the Next Scheduled Meeting

The next scheduled meeting of the Human Resources and Council Tax Committee is to be held on Thursday, 25 February 2021.