



HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

DATE: Thursday, 7 July 2022
TIME: 7.30 pm
VENUE: Committee Room - Town Hall,
Station Road, Clacton-on-Sea,
CO15 1SE

MEMBERSHIP:

Councillor Chapman BEM (Chairman)	Councillor Calver
Councillor Griffiths (Vice-Chairman)	Councillor S Honeywood
Councillor Amos	Councillor Morrison
Councillor Baker	

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DATE OF PUBLICATION: Wednesday, 29 June 2022

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 - 4)

To confirm and sign as a correct record, the minutes of the last meeting of the Committee, held on Thursday 24 February 2022.

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.

The following Question has been submitted by Councillor Griffiths in relation to staff at Brightlingsea and Harwich Sports Centres:-

"In the event of any changes to the organizational structure or functions, which may lead to a change in role, or conditions of employment, can we have an undertaking that the HR Department will be involved at the start of the process, that any changes will involve consultation, and an undertaking from senior management that colleagues facing any such changes will not be subjected to any confidentiality clauses aimed at stopping discourse with colleagues, or family members relating to potential changes to their employment."

5 Career Track - Oral Update

The Committee will receive an oral update regarding the Council's Career Track service.

6 Apprenticeships - Oral Update

The Committee will receive an oral update on Apprenticeships.

7 Report of Assistant Director (Partnerships) - A.1 - Workforce Update (Pages 5 - 12)

To provide the Committee with an update on current staffing statistics.

8 Report of Assistant Director (Partnerships) - A.2 - New Menopause Policy (Pages 13 - 30)

To introduce the Human Resources & Council Tax Committee to the new Menopause Policy which is intended to be implemented by the Council in order to ensure that the Council remains compliant with employment legislation (*including the Equality Act 2010*), identified best practice and is in line with the Council's Equality and Diversity Policy.

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 3 and 4 of Part 1 of Schedule 12A, as amended, of the Act.”

10 Report of Chief Executive - B.1 - Market Forces Report for Posts within Governance (Pages 31 - 36)

To put forward proposals for a Market Forces Supplement to support the retention and recruitment of officers within Election Services holding the Certificate of Association of Electoral Administrators and within Legal Services, Solicitors and Legal Executives holding the relevant practising certificates. Post qualification experience and up to date Compulsory Professional Development will be necessary for both 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 Committee Room at the Town Hall, Station Road, Clacton-on-Sea, CO15 1SE at 7.30 pm on Tuesday, 11 October 2022.

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 room 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.