



# HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

AGENDA

<b>DATE:</b>	<b>Thursday, 12 October 2023</b>
<b>TIME:</b>	<b>7.30 pm</b>
<b>VENUE:</b>	<b>Committee Room - Town Hall, Station Road, Clacton-on-Sea, CO15 1SE</b>

**MEMBERSHIP:**

**Councillor Chapman BEM (Chairman)**  
**Councillor Calver (Vice-Chairman)**  
**Councillor Amos**  
**Councillor Guglielmi**

**Councillor Morrison**  
**Councillor Skeels Jnr.**  
**Councillor G Stephenson**

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DATE OF PUBLICATION: Wednesday, 4 October 2023

## 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 Thursday, 6 July 2023.

### **3 Declarations of Interest**

Councillors are invited to declare any Disclosable Pecuniary Interests, Other Registerable Interests of Non-Registerable Interests, 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 Report of Assistant Director (Partnerships) - A.1 - Human Resources Transformation and Update Report (Pages 9 - 18)**

To provide Members of the Human Resources and Council Tax Committee with an update on a number of key Human Resources activities, including the pending Pay Review and Pay Award, the procurement of a new HR & Payroll System and the introduction of a new Employee Benefit – Salary Finance.

### **6 Report of Assistant Director (Partnerships) - A.2 - Alcohol and Drugs at Work Policy (Pages 19 - 34)**

To update the Human Resources & Council Tax Committee on the review of the Council's Alcohol, Drugs and Substance Abuse Policy in line with identified best practice and employment legislation.

### **7 Joint Report of Assistant Director (Partnerships) and Assistant Director (Finance & IT) - A.3 - Update to the Threats and Violence at Work Policy (Pages 35 - 50)**

To update the Human Resources & Council Tax Committee on the review of the Council's Threats and Violence at Work Policy in line with identified best practice and updated legislation.

### **8 Exclusion of Press and Public**

The Committee is requested 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 Items 9 and 10 on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12A, as amended, of the Act.”

**9 Exempt Minutes of the Last Meeting (Pages 51 - 54)**

To confirm and sign as a correct record the exempt minutes of the last meeting of the Committee held on Thursday, 6 July 2023.

**10 Report of Corporate Director (Operations & Delivery) - B.1 - Market Forces for Environmental Health Officers (Pages 55 - 62)**

To put forward proposals for the continuation of the Market Forces Supplement to support the recruitment and retention of qualified Environmental Health 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 Committee Room - Town Hall, Station Road, Clacton-on-Sea, CO15 1SE at 7.30 pm on Monday, 26 February 2024.*

## **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.