



HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

AGENDA

DATE:	Thursday, 6 July 2023
TIME:	7.30 pm
VENUE:	Committee Room - Town Hall, Station Road, Clacton-on-Sea, CO15 1SE

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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This meeting will be filmed by the Council for live and/or subsequent broadcast on the Council's website. The whole of the meeting will be filmed, except where there are confidential or exempt items, and the footage will be on the website for up to 24 months (the Council retains one full year of recordings and the relevant proportion of the current Municipal Year). The Council will seek to avoid/minimise footage of members of the public in attendance at, or participating in, the meeting. In addition, the Council is obliged by law to allow members of the public to take photographs, film, audio record and report on the proceedings at public meetings. The Council will only seek to prevent this should it be undertaken in a disruptive or otherwise inappropriate manner.

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DATE OF PUBLICATION: Wednesday, 28 June 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 23 February 2023.

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 Introduction to the Human Resources Team

Following the recent District Council elections and for the benefit of new Members, the Committee will receive an introduction to the Council's Human Resources Team.

6 Apprenticeship update

The Committee will receive an oral update on apprenticeships within the Council.

7 Report of Assistant Director (Partnerships) - A.1 - WHISTLEBLOWING POLICY & PROCEDURE (Pages 9 - 26)

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

8 Report of Assistant Director (Partnerships) - A.2 - WORKFORCE UPDATE REPORT (Pages 27 - 36)

To provide Members of the Human Resources and Council Tax Committee with an update on current staffing statistics.

9 Report of Head of Democratic Services and Elections - A.3 - HUMAN RESOURCES SUB-COMMITTEE PANEL - APPOINTMENT OF THE NAMED SUB-COMMITTEE MEMBER AND NAMED SUBSTITUTE SUB-COMMITTEE MEMBER FROM A POLITICAL GROUP THAT IS NOT REPRESENTED ON THE CABINET (Pages 37 - 38)

To enable the Committee to appoint a named member and a named substitute member from a political group that is unrepresented on the Cabinet to serve on the Human Resources Sub-Committee Panel.

10 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 11 and 12 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.”

11 Report of Director (Planning) - B.1 - A MARKET FORCES REPORT FOR POSTS WITHIN THE PLANNING SERVICE (Pages 39 - 48)

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

12 Report of Corporate Director (Operations and Delivery) - B.2 - MARKET FORCES REPORT FOR POSTS WITHIN THE PROPERTY & PROJECTS TEAM (Pages 49 - 62)

To put forward proposals for a Market Forces Supplement to support the recruitment of officers within Building and Public Realm, specifically the posts of Principal Surveyor and two Assets Surveyors based in the Property and Projects service area. Post qualification experience and up to date Continued Professional Development will be necessary for both service areas.

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 Thursday, 12 October 2023.

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.