



HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

AGENDA

DATE:	Thursday, 22 October 2026
TIME:	7.30 pm
VENUE:	Committee Room, Town Hall, Station Road, Clacton-on-Sea, CO15 1SE

MEMBERSHIP:

Councillor Chapman BEM (Chairman)	Councillor Keteca
Councillor Calver (Vice-Chairman)	Councillor Smith
Councillor Guglielmi	Councillor G Stephenson
Councillor S Honeywood	

Most Council meetings are open to the public and press. The space for the public and press will be made available on a first come first served basis. 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.

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 four years (the Council retains three full years 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.

If you have any queries regarding webcasting or the recording of meetings by the public, please contact Katie Moss Email: kmoss@tendringdc.gov.uk or Telephone on 01255 686585

DATE OF PUBLICATION: Wednesday, 14 October 2026

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 5 - 10)

To confirm and sign as a correct record, the minutes of the last meeting of the Committee, held on Thursday, 30 July 2026.

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 Career Track - Verbal Update

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

6 Report of the Director of People - A.1 - Retirement and Flexible Retirement Policy (Pages 11 - 28)

The purpose of this report is to seek the Human Resources and Council Tax Committee's approval of the revised Retirement and Flexible Retirement Policy at Appendix A, which establishes a clear and consistent process for retirement and flexible retirement applications.

7 Report of the Director of People - A.2 - Annual Update on Current Market Forces Supplement Arrangements (Pages 29 - 38)

To present the current Market Forces Supplement arrangements across the organisation to the Human Resources and Council Tax Committee and to formalise the structured annual reporting arrangements under the Council's Discretionary Market Forces Policy.

Date of the Next Scheduled Meeting

The next scheduled meeting of the Human Resources and Council Tax Committee is to be held in the Town Hall, Station Road, Clacton-on-Sea, CO15 1SE at 7.30 pm on Monday, 1 March 2027.

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.