



2024

16/01/24

NOTICE IS HEREBY GIVEN, and Members are summoned to attend a meeting of the HR, H&S and Data Protection Committee to be held at Coubro Chambers on Monday 22nd January at 15:00 at which the under mentioned business will be transacted.

Yours sincerely,



Jan Hearsey – Clerk

Agenda

HR- 2023/4 - 066 Apologies for absence

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

HR- 2023/4- 067 Declarations of interest.

- a) To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items.

HR-2023/4- 068 Minutes

- a) To resolve to approve as a correct record the notes of the meetings of the Committee held on 29th December 2023 and to authorise the Chair to sign the official minutes.

To resolve to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted

HR-2023/4-069 Appraisals

- a) To resolve to agree the dates, format and representatives for appraisals.

HR-2023/4-070 Training

- a) To resolve to agree the office training programme.
- b) To resolve to agree office training courses.
- c) To resolve to agree Open Spaces team training courses.

HR-2023/4-071 Policies

- a) To review the Employee Handbook and resolve to agree to recommend to Full Council
- b) To review the new draft NALC contract and to recommend to Full Council

HR-2023/4-072 Staffing matters

- a) To resolve to agree holiday carryover.
- b) To receive a report and resolve to agree a way forward with insurance.
- c) To resolve to agree the reporting of incidents procedure.