



02/02/24

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 Thursday 15th February at 14:00 at which the under mentioned business will be transacted.

Yours sincerely,



Jan Hearsey – Clerk

Agenda

HR- 2023/4 - 073 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- 074 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- 075 Minutes

- a) To resolve to approve as a correct record the notes of the meetings of the Committee held on 22nd January 2024 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-2023/4-076 Probation period

- a) To resolve to agree the end of probation period for a staff member
- b) To resolve to agree the end of probation period for a second member of staff
- c) To resolve to agree the end of probation period for a third member of staff

HR-2023/4-077 Working hours

- a) To resolve to agree the office opening hours and working hours and to recommend any changes to Full Council

HR-2023/4-078 Policies

- a) To review the Health and safety policy and resolve to agree to recommend to Full Council
- b) To review the Recruitment & selection policy and resolve to agree to recommend to Full Council

- c) To review the Reference policy and resolve to agree to recommend to Full Council
- d) To review the Appraisal system policy and resolve to agree to recommend to Full Council
- e) To review the Capability procedure policy and resolve to agree to recommend to Full Council
- f) To review the Protocol on Councillor/Officer relationships policy and resolve to agree to recommend to Full Council
- g) To review the Flexible working time requests policy and resolve to agree to recommend to Full Council