

12/04/23

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 20th April 2023 at 14:00 at which the under mentioned business will be transacted.

Yours sincerely,



Jan Hearsey – Clerk

2022/3-048 Apologies for absence

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

2022/3-049 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.

2022/3-050 Minutes

- a) To resolve to approve as a correct record the notes of the meetings of the Committee held on 24th January 2023 and to authorise the Chair to sign the official minutes.

2022/3-051 Appraisals

- a) To resolve to agree the dates and format of the employee appraisals.

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

2022/3-052 Staffing matters

- a) To discuss and resolve to agree way forwards with HR matters.
- b) To resolve to agree the candidates to invite for interview, and the interview format.
- c) To resolve to agree the outcome of a staffing matter.
- d) To resolve to agree the outcome of a different staffing matter.
- e) To resolve to agree the next steps in a staffing matter.
- f) To resolve to agree to appoint a subcommittee to deal with an ongoing staffing matter.

2022/3-052 Policies

- a) To resolve to recommend to Full Council the Training and Development Policy

- b) To resolve to recommend to Full Council the review of the HR, H & S and Data Protection Committee policies.
- i. Abusive, persistent, or vexatious complaints policy
 - ii. Policy on handling Freedom of Information requests
 - iii. Public complaints & concerns procedure
 - iv. Data breach procedure
 - v. Data protection policy
 - vi. General privacy notice
 - vii. Subject access request procedure and template letter
 - viii. Employee handbook
 - ix. Health & safety policy
 - x. 48 hour opt out
 - xi. Deductions from pay agreement.
 - xii. Pool vehicle rules