

PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

19 July 2023

You are summoned to attend a meeting of the **HUAMN RESOURCES COMMITTEE** to be conducted in the **Normanby Room, Whitby Museum**, on **Tuesday 25 July 2023 at 11:00am**, the agenda for which is set out below.



Michael King
Town Clerk

To: Councillors Mrs H Coughlan, R Dalrymple,
G Goodberry, J Harston, Mrs S Turner, Mrs L Wild and
Mrs N Wilson

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

AGENDA

- 1. CHAIR**
To elect a Chair of the Human Resources Committee for the ensuing year.
- 2. APOLOGIES**
To receive apologies for inability to attend.
- 3. VICE-CHAIR**
To appoint a Vice-Chair of the Human Resources Committee for the ensuing year.
- 4. DECLARATION OF INTERESTS**
To declare any disclosable pecuniary interests or any other interests which members may have in the following agenda items and consider any dispensation requests.
- 5. PUBLIC PARTICIPATION**
Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person).
- 6. TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR.**
 - a. Confirmation of the accuracy of the minutes of the meeting of the committee held on 18 April 2023 (herewith). **(page 3)**

- b. Confirmation of the following adopted at Full Council on 2 May 2023
 - i) Terms of reference of the committee.
 - ii) Delegation arrangements to staff
 - iii) Standing orders, financial regulations, policies and procedures relating to the functions of the committee and its sub-committees.
- c. Review of the anticipated committee workload for the coming year.
(Future meetings are scheduled for 14 November 2023 and 12 March 2024)

7. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 8, BELOW – IF REQUIRED)

To consider a motion – That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 8 below, due to the confidential nature of the business to be transacted.

8. STAFFING

To consider any confidential matters in respect to any individual members of staff.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **HUMAN RESOURCES** Committee held in the Normanby Room, Whitby Museum, Whitby on Tuesday 18 April 2023 at 2.00pm.

Present: Councillors Mrs Coughlan, Dalrymple, Goodberry, and Mrs Wilson.

Also: M King, Town Clerk

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972. The meeting was convened in accordance with Schedule 12, paragraph 9(1) of the Act.

426/22 **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Smith and Mrs Wild.

MOVED by Councillor Goodberry, seconded by Councillor Mrs Coughlan and unanimously

RESOLVED that apologies for inability to attend from Councillors Smith and Mrs Wild are accepted.

427/22 **DECLARATION OF INTERESTS**

There were no declarations of interest.

STANDING ORDERS SUSPENDED

428/22 **PUBLIC PARTICIPATION**

No public present.

STANDING ORDERS REINSTATED

429/22 **MINUTES OF MEETING HELD ON 24 JANUARY 2023**

MOVED by Councillor Goodberry, seconded by Councillor Mrs Coughlan and unanimously

RESOLVED that the Minutes of the meeting held on 24 January 2023 are confirmed as an accurate record and signed by the Chair.

430/22 **EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 431/22)**

MOVED by Councillor Dalrymple seconded by Councillor Coughlan

RESOLVED That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item 431/22 below, due to the confidential nature of the business to be transacted.

431/22 STAFFING

The Clerk provided an update on issues affecting individual members of staff.

MOVED by Councillor Mrs Coughlan seconded by Councillor Dalrymple

RESOLVED That the Clerk draft revised policies and protocols relevant to the use of technology and wearable devices consistent with good health and safety practices for consideration at a future meeting.

Signature 13 July 2023