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Dear Councillor,

7 March 2024

You are summoned to attend a meeting of the **HUAMN RESOURCES COMMITTEE** to be conducted in the **Normanby Room, Whitby Museum**, on **Tuesday 12 March 2024 at 2pm**, 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. APOLOGIES

To receive apologies for inability to attend.

2. 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.

3. 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).

4. MINUTES

To **approve**, as an accurate record, minutes of the following meeting:

a) Human Resources Committee	21 November 2023	3
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5. REVIEW OF GOVERNANCE DOCUMENTS

To recommend revised HR Policies to the Annual Meeting of Council for adoption (circulated separately).

6. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 7, 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 7 below, due to the confidential nature of the business to be transacted.

7. STAFFING

To consider any confidential matters in respect staff.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **HUMAN RESOURCES** Committee held in the Normanby Room, Whitby Museum, Whitby on Tuesday 21 November 2023 at 11:00am.

Present: Councillors Mrs Coughlan, Goodberry, Mrs Turner, Mrs Wild and Mrs Wilson.

Also: M King, Town Clerk and Cllr Riddolls (as member of public)

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.

264/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Dalrymple.

MOVED by Councillor Goodberry, seconded by Councillor Mrs Wilson

RESOLVED that apologies for inability to attend from Councillors Dalrymple are accepted.

265/23 DECLARATION OF INTERESTS

There were no declarations of interest.

STANDING ORDERS SUSPENDED

266/23 PUBLIC PARTICIPATION

An issue of procedure relating to the minutes of the extraordinary meeting held on 3 October.

STANDING ORDERS REINSTATED

267/23 MINUTES

MOVED by Councillor Mrs Turner, seconded by Councillor Goodberry

RESOLVED a) that the minutes of the meeting held on 25 July 2023 are accepted as an accurate record.

MOVED by Councillor Mrs Wilson, seconded by Councillor Mrs Turner

RESOLVED b) that the minutes of the extraordinary meeting held on 3 October 2023 are accepted as an accurate record.

268/23 UPDATE ON 2023/24 PAY SETTLEMENT & BUDGET PREPARATION 2024/25

Submitted a report on the national pay award for 2023-24, which had been agreed between the Joint National Committee and the Local Government Association (LGA) acting for the employers' side and backdated to 1 April 2023. It was noted that the net effect of the agreed award is a reduction of 3.4% on the original estimate for 2023-24.

MOVED by Councillor Mrs Wilson, seconded by Councillor Mrs Turner

RESOLVED that information is received.

269/23 EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 270/23)

MOVED by Councillor Mrs Turner seconded by Councillor Mrs Wilson

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 270/23 below, due to the confidential nature of the business to be transacted.

270/23 STAFFING

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

MOVED by Councillor Goodberry seconded by Councillor Mrs Wilson

RESOLVED a) That hours for the post Maintenance Supervisor (MAI-01) are increased to 30 hours per week and recommended to FP&GP for inclusion in the 2024-25 budget;

MOVED by Councillor Mrs Turner seconded by Councillor Mrs Wild

RESOLVED b) That an overtime allowance of 0.6h/week be paid to the posts of Front of House Team Member (PAG 02, PAG-03) for any weekend worked since 1 April 2020 in lieu of lunch-time cover;

MOVED by Councillor Goodberry seconded by Councillor Mrs Turner

RESOLVED c) That the Curator carry out an investigation in respect of the complaint received.

Signature 12 March 2024

**WHITBY TOWN COUNCIL
HUMAN RESOURCING COMMITTEE MEETING – 12 MARCH 2024**

REVIEW OF GOVERNANCE DOCUMENTS

1 Introduction

- 1.1 Further to the consideration of the public-facing policies and procedures, which were approved, as revised, at Council on 5 March 2024, those policies which relate to the council as an employer are presented for approval, in line with the delegation to this committee for adoption at the Annual Meeting of Council in May.
- 1.2 The relevant policies, which are circulated separately are:
- A. Recruitment Policy
 - B. Training & Development Policy
 - C. Employee Development Review Policy
 - D. Disciplinary Policy
 - E. Employee Grievance Policy
 - F. Whistleblowing Policy
 - G. Child Protection Policy
 - H. Lone Working Policy

2 Recommendation

- 2.1 That the policies presented are approved for adoption at the Annual Meeting of Council in May.

Michael King
Town Clerk & RFO

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