



## WHITBY TOWN COUNCIL

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29<sup>th</sup> May 2019

Dear Councillor

You are requested to attend a meeting of the **HUMAN RESOURCES COMMITTEE** to be held in the Pannett Art Gallery, Whitby on Tuesday 4<sup>th</sup> June 2019 in Pannett Art Gallery at 6.00 p.m.

Yours sincerely,

  
**Mrs P A Dobson**  
Town Clerk

To Councillors Mrs H Coughlan, R Dalrymple, G Jackson, Ms R Pearson, L Wild, Mrs N Wilson and C Winspear.

**NOTICE OF MEETING – Public Notice of the Meeting is given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972**

### A G E N D A

1. **ELECTION OF CHAIRMAN** - To elect a Chairman of Human Resources Committee for 2019/2020
2. **APOLOGIES**  
To receive apologies for inability to attend.
3. **ELECTION OF VICE CHAIRMAN** - To elect a Vice Chairman of Human Resources Committee for 2019/2020
4. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATION**  
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 SESSION:**  
Up to 15 minutes to allow members of the public to ask questions, make statements or give evidence about business items on the agenda (limited to 3mins per person).
6. **ACTIONS REQUIRED IN ACCORDANCE WITH TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR**  
To consider actions required in accordance with Terms of Reference at the first Committee meeting of a new Council year
  - a. Review of the terms of reference of the committee.
  - b. Review and adoption of appropriate standing orders and policies and procedures relating to the functions of the Committee.
  - c. Review of the Council's staffing levels and accommodation provision.
  - d. Review Committee procedures, giving particular consideration to compliance with confidentiality and data protection policies when discussing employees

and their personal data, including issues relating to their appointments, salaries, appraisals, health, discipline, grievance, dismissal and other terms and conditions.

- e. Review of the anticipated Committee workload for the coming year.

**7. MINUTES**

To approve as a correct record and if approved sign the minutes of the Human Resources Committee meetings held 19<sup>th</sup> March 2019 (copy herewith)

**8. REVIEW OF GOVERNANCE DOCUMENTS** – to consider documents which require review in 2019 (copy herewith)

**9. EXCLUSION OF PRESS AND PUBLIC**

To consider a motion in the following terms:

'That in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded and they are instructed to withdraw.

**10. SUCCESSION PLANNING TOWN CLERK 2020**

To brief new members on actions taken to date for recruitment and appointment of a replacement Town Clerk before December 2020.