



WHITBY TOWN COUNCIL

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13th March 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 19th March 2019 in Pannett Art Gallery at 5.30 p.m.

Yours sincerely


Mrs P A Dobson
Town Clerk

To Councillors D Collins, Mrs H Coughlan, R Dalrymple, T Jennison, Ms R Pearson, 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

A G E N D A

1. **APOLOGIES**
To receive apologies for inability to attend.
2. **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.
3. **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).
4. **MINUTES**
To approve as a correct record and if approved sign the minutes of the Human Resources Committee meetings held 19th February 2019 (previously circulated)
5. **REVIEW OF GOVERNANCE DOCUMENTS**
To review current documents and make recommendations on changes if required (copies herewith)
 - a) Grievance Procedure – suggested by Ellis Whittam
 - b) Appraisals and Supervision Procedure
 - c) Training & Development Policy

6. 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.

7. SUCCESSION PLANNING TOWN CLERK 2020

To consider report from HR Working Party on proposed format of interviews and questions (copy herewith)

8. RENEWAL OF EMPLOYMENT ADVISORY SERVICE WITH ELLIS WHITTAM

To consider service renewal proposal until April 2024