



## WHITBY TOWN COUNCIL

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16<sup>th</sup> January 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 22<sup>nd</sup> January 2019 in Pannett Art Gallery at 4.00 p.m.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'P A Dobson', written over the words '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 23<sup>rd</sup> October 2019 (copy herewith)
5. **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.
6. **INTRODUCTION OF NEW PAY SPINE FROM 1<sup>ST</sup> APRIL 2019**  
To receive information on the introduction of new pay spine from April 2019 and the changes which will be required to transfer staff onto revised spinal column points.

- 7. SUCCESSION PLANNING TOWN CLERK 2020**  
To consider next phase of preparation from succession planning timetable (copy herewith)
  
- 8. REVIEW OF GOVERNANCE DOCUMENTS** – to set time table for reviewing the following documents in 2019
  - a) Appraisals and Supervision Procedure
  - b) Disciplinary Procedure
  - c) Grievance Procedure
  - d) Lone Working Policy
  - e) Recruitment Procedure
  - f) Training & Development Policy