



## WHITBY TOWN COUNCIL

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12<sup>th</sup> February 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 19<sup>th</sup> February 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**

### AGENDA

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 22<sup>nd</sup> January 2019 (previously circulated)
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. **SUCCESSION PLANNING TOWN CLERK 2020**  
To consider report from HR Working Party on progress with the next phase of preparation from the succession planning timetable.

7. **REVIEW OF GOVERNANCE DOCUMENTS** – to consider the following documents (copies herewith).
  - a) Grievance Procedure
  - b) Recruitment Procedure
  
8. **UPDATED DOCUMENTS** – to review new versions by Ellis Whittam
  - a) Contracts – copy herewith
  - b) Employee Handbook – full copy will be brought to the meeting.