

## WHITBY TOWN COUNCIL

Minutes of the meeting of the Human Resources Committee held in the Pannett Art Gallery, Pannett Park, Whitby on Tuesday 19<sup>th</sup> February 2019 at 5.30 p.m.

**PRESENT:** Councillors Mrs N Wilson (Chairman), D Collins, Mrs H Coughlan, R Dalrymple, T Jennison, Ms R Pearson and Mrs L Wild

**ALSO PRESENT:** Mrs P Dobson, Town Clerk

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

### **HR567/19 APOLOGIES**

There were no apologies.

### **HR568/19 DECLARATION(S) OF INTEREST & REQUESTS FOR DISPENSATION**

There were no declarations of interest.

### **HR569/19 PUBLIC PARTICIPATION**

There were no members of the public present.

### **HR570/19 MINUTES**

Proposed by Councillor Ms R Pearson, seconded by Councillor Mrs H Coughlan and unanimously

**RESOLVED:** That the Minutes for the Human Resources Committee held 22<sup>nd</sup> January 2019 having been circulated are taken as read confirmed as a correct record and signed by the Chairman.

### **HR571/19 EXCLUSION OF PRESS AND PUBLIC**

Proposed by Councillor Ms R Pearson, seconded by Councillor D Collins and unanimously

**RESOLVED** '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.

### **HR572/19 SUCCESSION PLANNING TOWN CLERK 2020**

Members received a verbal report from HR Working Party on progress with the next phase of preparation from the succession planning timetable. The format of the interview process has been drafted and the second draft of interview questions will be discussed at the next working party meeting on Tuesday 26<sup>th</sup> February 2019 at 10.00 a.m. The results will be presented at the next HR Committee meeting for discussion.

Proposed by Councillor Mrs L Wild, seconded by Councillor R Dalrymple and unanimously

**RESOLVED:** That the working party progress is noted.

### **HR573/19 REVIEW OF GOVERNANCE DOCUMENTS**

Members considered the following documents

#### a) Grievance Procedure

Proposed by Councillor Ms R Pearson, seconded by Councillor D Collins and unanimously

**RESOLVED:** That the Grievance Procedure as amended is reviewed by Council's employment advisors and subject to their comment is submitted to Full Council for approval.

#### b) Recruitment Procedure

Proposed by Councillor Ms R Pearson, seconded by Councillor D Collins and unanimously

**RESOLVED:** That the Recruitment Procedure having been reviewed is re-adopted without change.

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**HR574/19 UPDATED DOCUMENTS**

Members considered new formats of the following documents updated by Ellis Whittam

a) Contracts

Proposed by Councillor D Collins, seconded by Councillor T Jennison and unanimously


**RESOLVED:** That the new format of the contract is adopted and issued to all employees with the updated SCPs from 1<sup>st</sup> April 2019

b) Employee Handbook

Members viewed the new format of the Employee handbook, the only material change referred to the changes in the process of Grievances in relation to serving members.

Proposed by Councillor Ms R Pearson, seconded by Councillor Mrs H Coughlan and unanimously

**RESOLVED:** That the new format of the Employee Handbook is adopted.

  
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