

## NOTICE OF MEETING

**Meeting:** HR COMMITTEE

**Date and Time:** THURSDAY, 17 SEPTEMBER 2020, AT 9.30 AM\*

**Place:** SKYPE MEETING - ONLINE

**Enquiries to:** Email: [andy.rogers@nfdc.gov.uk](mailto:andy.rogers@nfdc.gov.uk)  
Andy Rogers

### **PUBLIC PARTICIPATION:**

\*Members of the public may speak in accordance with the Council's public participation scheme:

- (a) immediately before the meeting starts, on items within the Cabinet's terms of reference which are not on the public agenda; and/or
  - (b) on individual items on the public agenda, when the Chairman calls that item.
- Speeches may not exceed three minutes. Anyone wishing to speak should contact the name and number shown above.

**Bob Jackson**  
Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA  
[www.newforest.gov.uk](http://www.newforest.gov.uk)

**This Agenda is also available on audio tape, in Braille, large print and digital format**

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## AGENDA

### **Apologies**

#### **1. MINUTES**

To confirm the minutes of the meeting held on 11 June 2020 as a correct record.

#### **2. DECLARATIONS OF INTEREST**

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services prior to the meeting.

**3. PUBLIC PARTICIPATION**

To note any issues raised during the public participation period.

**4. HR UPDATE (Pages 5 - 6)**

To receive an update on the work of the HR function, including case loads of job evaluations, restructuring advice, grievances, disciplinaries and sickness absence matters.

**5. EMPLOYEE SIDE LIAISON PANEL - MINUTES OF 27 AUGUST 2020 (Pages 7 - 10)**

To receive the minutes of the meeting of the Employee Side Liaison Panel held on the 27 August 2020.

**6. EMPLOYEE SURVEY RESULTS (PRESENTATION)**

To receive a presentation on the results of the most recent employee survey.

**7. RETURN TO WORK (PRESENTATION)**

To receive an update on future arrangements for employees' return to work.

**8. TRAINING UPDATE (Pages 11 - 14)**

To receive an update on corporate training undertaken since 2020.

**9. WORKFORCE PROFILE AND INCLUSION REPORT (Pages 15 - 22)**

To receive general statistical information on the District Council's workforce relating to ethnicity, sex, disability and age.

**10. WELLBEING REPORT AND ACTION PLAN (Pages 23 - 26)**

To note the content of the Wellbeing Action Plan which assists in assessing the needs of employees in respect of mental health wellbeing where required, and related issues.

**11. QUARTERLY HEALTH AND SAFETY REPORT (Pages 27 - 30)**

To receive an update on the key health and safety issues raised over the last quarter together with actions requiring monitoring or intervention.

**12. EMPLOYEE AND PUBLIC ACCIDENT/INCIDENT STATISTICS 2019-2020** (Pages 31 - 48)

To receive details of accidents and incidents involving council employees and members of the public from 1 April 2019 to 30 March 2020 together with comparative results from previous years.

**13. DATES OF MEETINGS 2021/2022**

To agree the following dates of meetings for 2021/22 (Thursdays at 9.30 am):

- 17 June 2021
- 16 September 2021
- 13 January 2022
- 17 March 2022

**14. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

**NEW FOREST DISTRICT COUNCIL – VIRTUAL MEETINGS**

**Background**

This meeting is being held virtually with all participants accessing via Skype for Business.

A live stream will be available on YouTube to allow the press and public to view meetings in real time and can also be found at the relevant meeting page on the Council's website.

**Principles for all meetings**

The Chairman will read out Ground Rules at the start of the meeting for the benefit of all participants. All normal procedures for meetings apply as far as practicable, as the new Government Regulations do not amend any of the Council's existing Standing Orders.

The Ground Rules for all virtual meetings will include, but are not limited to, the following:-

- All participants are reminded that virtual public meetings are being broadcast live on YouTube and will be available for repeated viewing. Please be mindful of your camera and microphone setup and the images and sounds that will be broadcast on public record.
- All participants are asked to mute their microphones when not speaking to reduce feedback and background noise. Please only unmute your microphone and speak when invited to do so by the Chairman.
- Councillors in attendance that have not indicated their wish to speak in advance of the meeting can make a request to speak during the meeting by typing "RTS" (Request to Speak) in the Skype chat facility. Requests will be managed by the Chairman with support from Democratic Services. The Skype chat facility should not be used for any other purpose.
- All participants should note that the chat facility can be viewed by all those in attendance.
- All participants are asked to refer to the report number and page number within the agenda and reports pack so that there is a clear understanding of what is being discussed at all times.

## **Voting**

When voting is required on a particular item, each councillor on the committee will be called to vote in turn by name, expressing their vote verbally. The outcome will be announced to the meeting. A recorded vote will not be reflected in the minutes of the meeting unless this is requested in accordance with the Council's Standing Orders.

By casting their vote, councillors do so in the acknowledgement that they were present for the duration of the item in question.

## **Technology**

If individuals experience technical issues, the meeting will continue providing that it is quorate and it is still practical to do so. The Chairman will adjourn the meeting if technical issues cause the meeting to be inquorate, the live stream technology fails, or continuing is not practical.

## **Public Participation**

Contact details to register to speak in accordance with the Council's Public Participation Procedures are on the front page of this agenda.

In order to speak at a virtual meeting, you must have the facility to join a Skype for Business Meeting. Joining instructions will be sent to registered speakers in advance of the meeting.

The Council will accept a written copy of a statement from registered speakers that do not wish to join a Skype Meeting, or are unable to. The statement will be read out at the meeting and should not exceed three minutes. Please use the contact details on the agenda front sheet for further information.

To:

**Councillors:**

**Councillors:**

Barry Rickman (Chairman)  
Mark Steele (Vice-  
Chairman)  
Hilary Brand  
Keith Craze

Kate Crisell  
Michael Harris  
Maureen Holding  
Mahmoud Kangarani