

# NOTICE OF MEETING

**Meeting:** HR COMMITTEE

**Date and Time:** THURSDAY, 9 JUNE 2022, AT 10.00 AM\*

**Place:** COUNCIL CHAMBER - APPLETREE COURT, BEAULIEU ROAD, LYN DHURST, SO43 7PA

**Enquiries to:** Email: [andy.rogers@nfdc.gov.uk](mailto:andy.rogers@nfdc.gov.uk)  
Tel: 023 8028 5070

## PUBLIC PARTICIPATION:

Members of the public may watch this meeting live on the [Council's website](#).

\*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 HR Committee'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 no later than 12.00 noon on Monday, 6 June 2022.

**Kate Ryan**  
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 17 March 2022 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 REPORT (Pages 3 - 6)**

To receive the HR Update Report.

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

To note the minutes of the recent meeting of the Employee Side Liaison Panel.

**6. HR METRICS (Pages 11 - 24)**

To receive various workforce related data and statistics.

**7. ANNUAL SICKNESS AND COVID ABSENCE REPORT (Pages 25 - 36)**

To receive the Annual Sickness and Covid Absence Report.

**8. APPRENTICESHIPS UPDATE AND FUTURE TRAINING PROPOSALS (Pages 37 - 44)**

To receive an update on apprenticeships undertaken over the last year, those currently underway, and to note options for future apprenticeship, T-Levels and trainee opportunities across the Council.

**9. HEALTH AND SAFETY QUARTERLY UPDATE (Pages 45 - 78)**

To note the quarterly report.

**10. HEALTH AND SAFETY POLICY UPDATE (Pages 79 - 80)**

To note the updated Corporate Health and Safety Policy.

**11. CHANGE IN DATE OF NEXT MEETING**

**RECOMMENDED:**

That the HR Committee meeting scheduled for 15 September 2022, be moved to 10am on 11 August 2022, to meet reporting timescales.

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

To:

**Councillors**

Edward Heron (Chairman)  
Jill Cleary (Vice-Chairman)  
Hilary Brand  
Keith Craze

**Councillors**

Kate Crisell  
Michael Harris  
Maureen Holding  
Mahmoud Kangarani