

NOTICE OF MEETING

Meeting: HR COMMITTEE

Date and Time: THURSDAY, 12 JANUARY 2023, AT 10.00 AM*

Place: BRADBURY ROOM - APPLETREE COURT, BEAULIEU ROAD, LYNDHURST, SO43 7PA

Enquiries to: Email: 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, 9 January 2023.

Kate Ryan
Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA
www.newforest.gov.uk

This agenda can be viewed online (<https://democracy.newforest.gov.uk>).

It can also be made available on audio tape, in Braille and large print.

AGENDA

Apologies

1. ELECTION OF CHAIRMAN

(Vice – Chairman, Cllr Jill Cleary, in the Chair for this item)

To elect a Chairman of the Committee for the remainder of the municipal year.

2. APPOINTMENT OF VICE-CHAIRMAN

To appoint a Vice-Chairman of the Committee for the remainder of the municipal year.

3. MINUTES

To confirm the minutes of the meeting held on 11 August 2022 as a correct record.

4. 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.

5. PUBLIC PARTICIPATION

To note any issues raised during the public participation period.

6. HR UPDATE REPORT (Pages 5 - 8)

To receive an update on the activities of the HR service since the last HR Committee meeting, including the reactive caseload, and issues relating to job evaluations, restructuring advice, grievances, disciplinaries and sickness absence matters.

7. PAY POLICY STATEMENT (Pages 9 - 20)

To consider a proposed Pay Policy Statement for 2023/24.

8. REASONABLE ADJUSTMENT REPORT (Pages 21 - 34)

To note updated Reasonable Adjustment guidance for managers and employees.

9. QUARTERLY HEALTH AND SAFETY REPORT Q2 2022/23 (Pages 35 - 106)

To receive an update on the significant health, safety, and welfare work across the Council from July to September 2022, as well as feedback from the three Safety Panels and accident, incident and near miss statistics.

10. APPRENTICESHIP UPDATE (Pages 107 - 110)

To receive an update on the current apprenticeships now underway across the Council.

11. RECRUITMENT UPDATE (Pages 111 - 114)

To receive an update on recruitment over the 6 months to 30 September 2022, progress made with recruitment tools, and plans to improve branding and generic tools in the coming months.

12. DATES OF MEETINGS FOR 2023/24

To agree the following dates of meetings for 2023/24:

8 June 2023
14 September 2023
11 January 2024
21 March 2024

13. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

To:	Councillors	Councillors
	Jill Cleary (Vice-Chairman)	Keith Craze
	Diane Andrews	Kate Crisell
	Hilary Brand	Michael Harris
	Mark Clark	Maureen Holding