

# NOTICE OF MEETING

**Meeting:** HR COMMITTEE

**Date and Time:** THURSDAY, 8 JUNE 2023, AT 10.15 AM\*

**Place:** COUNCIL CHAMBER - APPLETREE COURT, BEAULIEU ROAD, LYNDHURST, 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) on items within the HR Committee's terms of reference which are not on the public agenda, when the Chairman calls the public participation item; 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 must register using the contact name and number shown above no later than 12.00 noon on Monday, 5 June 2023.

Kate Ryan  
Chief Executive

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

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## AGENDA

### Apologies

#### 1. MINUTES

To confirm the minutes of the meetings held on 16 March and 22 May 2023 as correct records.

#### 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 receive any public participation in accordance with the Council's public participation scheme.

**4. HR UPDATE (Pages 3 - 8)**

To receive an update on HR matters since the last HR Committee meeting.

**5. RECRUITMENT UPDATE - APRIL 2023 (Pages 9 - 14)**

To receive an update on recruitment for the year ended 31st March 2023, including progress made with recruitment tools and plans to improve branding.

**6. ATTENDANCE MANAGEMENT 2022/23 (Pages 15 - 24)**

To receive attendance management data from 1st April 2022 – 31st March 2023, including trend data where it is applicable as well as Trend data from financial year 2018 onward.

**7. QUARTERLY HEALTH AND SAFETY REPORT (Q4 2022-2023) (Pages 25 - 48)**

To receive the quarterly health and safety report, including accidents and incidents data, the merged action plan from the safety panels, progress and actions completed by the health and safety team, and projects completed across the Council over the last financial year.

**8. CHANGE TO DISMISSAL APPEAL PROCESS (Pages 49 - 52)**

To consider a proposal to change the internal Appeal process in relation to dismissals.

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

To:

**Councillors**

Jill Cleary (Chairman)  
Steve Davies (Vice-  
Chairman)  
Mark Clark  
Keith Craze  
Kate Crisell

**Councillors**

Sean Cullen  
Jeremy Heron  
Colm McCarthy  
Joe Reilly