

# NOTICE OF MEETING

**Meeting:** HR COMMITTEE

**Date and Time:** THURSDAY, 14 SEPTEMBER 2023, 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) 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 should contact the name and number shown above no later than 12.00 noon on Monday, 11 September 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 meeting held on 8 June 2023 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 receive any public participation in accordance with the Council's public participation scheme.

**4. HR UPDATE REPORT (Pages 3 - 6)**

To receive the HR Update Report.

**5. EMPLOYEE WORKFORCE REPORT 2022-2023 (Pages 7 - 34)**

To note key workforce data and an overview of initiatives in place to support employees in the past year.

**6. UPDATE ON LEAVERS' QUESTIONNAIRE (Pages 35 - 54)**

To receive a report on how information will be gathered from employees who are leaving NFDC employment including a new Leavers Questionnaire.

**7. QUARTERLY HEALTH AND SAFETY REPORT (Q1 2022-23) (Pages 55 - 92)**

To receive the latest Quarterly Health and Safety Report.

**8. DATES OF FUTURE MEETINGS**

To agree the following dates for meetings of the HR Committee in 2024/25:

(Thursdays at 10am)

13 June 2024

5 September 2024

9 January 2025

13 March 2025

**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