

NOTICE OF MEETING

Meeting: HR COMMITTEE

Date and Time: THURSDAY, 5 SEPTEMBER 2024, AT 10.00 AM

Place: COUNCIL CHAMBER - APPLETREE COURT, BEAULIEU ROAD, LYNDHURST, SO43 7PA

Enquiries to: Email: andy.rogers@nfdc.gov.uk
Tel: 023 8028 5070

PUBLIC INFORMATION:

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.

Members of the public are welcome to attend this meeting. The seating capacity of our Council Chamber public gallery is limited under fire regulations to 22.

Members of the public can watch this meeting live, or the subsequent recording, on the [Council's website](#). Live-streaming and recording of meetings is not a statutory requirement and whilst every endeavour will be made to broadcast our meetings, this cannot be guaranteed. Recordings remain available to view for a minimum of 12 months.

PUBLIC PARTICIPATION:

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; 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 attend the meeting, or speak in accordance with the Council's public participation scheme, should contact the name and number shown above no later than 12.00 noon on Monday, 2 September 2024.

Kate Ryan
Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA
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AGENDA

Apologies

1. MINUTES

To confirm the minutes of the meeting held on 13 June 2024 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 (Pages 5 - 10)

To receive an overview of the work undertaken within the HR Service in addition to re-active casework.

5. REVIEW OF TRAVEL (Pages 11 - 34)

To note proposed changes to the Council staff Essential Car User Scheme and the Travel Policy.

6. HEALTH AND WELLBEING ATTENDANCE MANAGEMENT 2023 - 2024 (Pages 35 - 48)

To receive a summary of the Council's sickness absence rate in the previous 12 months and actions taken to manage attendance.

7. CORPORATE HEALTH AND SAFETY REPORT (Q1 2024 - 2025) (Pages 49 - 172)

To note work undertaken by the Corporate Health and Safety team in Q1 2024 – 2025, including various policy reviews, feedback from service safety panels and working groups, together with accident and incident statistics.

8. DATES OF FUTURE MEETINGS

To agree the following dates for meetings in 2025/26 (Thursdays at 10am):

2025

19 June

11 September

2026

8 January

12 March

9. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

To:

Councillors

Jill Cleary (Chairman)
Steve Davies (Vice-Chairman)
Mark Clark
Kate Crisell
Sean Cullen

Councillors

Jeremy Heron
Colm McCarthy
Joe Reilly
Conservative Vacancy