



*Alison Stuart  
Head of Legal and  
Democratic Services*

**MEETING** : HUMAN RESOURCES COMMITTEE  
**VENUE** : COUNCIL CHAMBER, WALLFIELDS, HERTFORD  
**DATE** : WEDNESDAY 20 NOVEMBER 2019  
**TIME** : 7.00 PM

**MEMBERS OF THE COMMITTEE**

Councillor R Bolton (Chairman)  
Councillors A Alder, S Bull, J Dumont, M McMullen, S Newton and  
P Ruffles (Vice Chairman)

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## **DISCLOSABLE PECUNIARY INTERESTS**

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
  - must not participate in any discussion of the matter at the meeting;
  - must not participate in any vote taken on the matter at the meeting;
  - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
  - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
  - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.
4. It is a criminal offence to:

- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
- fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
- participate in any discussion or vote on a matter in which a Member has a DPI;
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

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If you think a meeting you plan to attend could be very busy, you can check if the extra space will be available by emailing [democraticservices@eastherts.gov.uk](mailto:democraticservices@eastherts.gov.uk) or calling the Council on 01279 655261 and asking to speak to Democratic Services.

### **Audio/Visual Recording of meetings**

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## AGENDA

1. Apologies

*To receive apologies for absence.*

2. Minutes (Pages 7 - 18)

*To receive the Minutes of the meeting held on 3 July 2019*

3. Declarations of Interest

*To receive any Member's Declaration of Interest.*

4. Chairman's Announcements

5. Health and Safety Quarterly Review (Pages 19 - 32)

6. Safety Committee: Minutes (Pages 33 - 38)

*To receive the Minutes of Safety Committee held on 30 September 2019*

7. Organisational Development - Strategy Report (Pages 39 - 54)

8. Human Resources Quarterly Management Statistics (Pages 55 - 68)

9. HR Payroll -Team Update (Pages 69 - 80)

10. Annual Equalities Report 2018/19 (Pages 81 - 130)

11. Urgent Business

*To consider such other business as, in the opinion of the Chairman of*

*the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.*