



James Ellis
Head of Legal and Democratic
Services

MEETING : HUMAN RESOURCES COMMITTEE
VENUE : ONLINE MEETING - LIVESTREAMED
DATE : TUESDAY 16 FEBRUARY 2021
TIME : 7.00 PM

PLEASE NOTE TIME

MEMBERS OF THE COMMITTEE

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

CONTACT OFFICER: WILLIAM TROOP

William.Troop@eastherts.gov.uk

01279 502173

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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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AGENDA

1. Apologies
To receive apologies for absence.
2. Minutes - 5 November 2020 (Pages 7 - 20)
To receive the Minutes of the meeting held on 5 November 2020.
3. Chairman's Announcements
4. Declarations of Interest
To receive any Member's Declaration of Interest.
5. Local Joint Panel Minutes - 20 January 2021 (Pages 21 - 28)
6. Health and Safety Committee Minutes - 19 October 2020 and 18 January 2021 (Pages 29 - 52)
To receive the Minutes of the Health and Safety Committee held on 19 October 2020 and 18 January 2021.
7. Employment Policies Developed Report x 7 (Discipline, Grievance, Code of Conduct for Employees, Probation, Bullying and Harassment, Absence Management and Appeals Policy) (Pages 53 - 236)
8. Human Resources Management Statistics for Quarter 3 (October - December 2020) (Pages 237 - 246)
9. Health and Safety Quarterly Statistics/Updates (Quarter 3) (Pages 247 - 258)

10. Human Resources and Payroll Team Update (Pages 259 - 334)

11. Pay Policy Statement 2021/22 (Pages 335 - 352)

12. Gender Pay Gap (Pages 353 - 370)

13. 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.