



## Notice of the next Council Meeting

Members of the Public and the Press are invited to attend all Council Meetings  
(Public Bodies (Admission to Meetings) Act 1960)

Dear Councillors,

You are hereby summoned to attend the following meeting:

**Meeting of... HR Sub-Committee**

**Place... W101 Bridgwater Room, Town Hall, High Street, Bridgwater,  
Somerset, TA6 3AS**

**Date... Monday, June 24, 2024**

**Time... 10:00**

Councillors will be discussing all the items listed overleaf on the Agenda.

Yours faithfully

*David Mears*

**David Mears**

**CEO and Town Clerk**

**17 June 2024**

**(Prior to the start of the meeting)**

**Questions and comments from members of the public**

To ask a question or speak at a meeting, you will need to submit your request to a member of the Democratic Services Team in advance of the meeting. You can request to speak at a council meeting by emailing your full name, the agenda item and your question to the Democratic Services Team emailing [enquiries@bridgwater-tc.gov.uk](mailto:enquiries@bridgwater-tc.gov.uk) Any requests need to be received by 5pm on the day that provides 2 clear working days before the meeting (excluding the day of the meeting itself). For example, if the meeting is due to take place on a Thursday, requests need to be received by 5pm on the Monday prior to the meeting. The Chair will invite you to speak at the beginning of the meeting under the agenda item Public Question Time, but speaking is limited to 3 minutes. You can only speak to the Council or Committee once. If there are a group of people attending to speak about a particular item, then a representative should be chosen to speak on behalf of the group.

1N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film, and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the Public.

If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings, for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting

# **A G E N D A**

## **HRSC2024/1 - Apologies for Absence**

## **HRSC2024/2 - Declarations of interests**

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

## **HRSC2024/3 - To Resolve to Exclude the Press and Public**

and to agree that agenda items from HRSC2024/4 to HRSC2024/10 inclusive be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960.

## **HRSC2024/4 - Staff Handbook**

To receive a draft staff handbook and to delegate the approval and amendments to the Chief Executive and Town Clerk in conjunction with Cllr Marsh and Cllr Lerry.

## **HRSC2024/5 - To Agree to Appoint an Occupational Health Consultant on a Retainer Arrangement**

## **HRSC2024/6 - To Receive an Update on the Staff Structure**

## **HRSC2024/7 - To Receive an Update on Emergency Call Out Procedure and Retainer Arrangements**

## **HRSC2024/8 - To Receive an Update on Staff Holiday, TOIL and Sickness Statistics**

## **HRSC2024/9 - To Receive an Update on Weekend Street Cleaning Staffing Arrangements and Arts Centre Staffing Arrangements**

## **HRSC2024/10 - To Receive Information on Union Memberships**

*End of Agenda*

## **CIRCULATION**

Councillors, Lerry (Chair), Marsh, Mander, Smedley, and Pearce