



# HARPENDEN TOWN COUNCIL

*CLOSER TO THE COMMUNITY*

## HARPENDEN TOWN COUNCIL MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE

HELD ON FRIDAY, 30 APRIL 2021 AT 2.30PM  
THIS MEETING WAS HELD VIRTUALLY

**Present:** Councillor Mrs Nicola Linacre (Chair), Councillor Paul Cousin (Vice-Chair), Councillor Brian Ellis, Councillor Rosemary Farmer, Councillor David Heritage, Councillor Harry Hill and Councillor Melanie Priggen

**In Attendance:** Carl Cheevers (Town Clerk) and Philip Wright (Community Services Manager)

**7 APOLOGIES**  
None.

**8 DECLARATIONS OF INTEREST**  
None.

**9 CHAIRMAN'S REPORT AND URGENT ITEMS**  
No items.

**10 PUBLIC QUESTIONS IN ACCORDANCE WITH STANDING ORDER 22**  
None.

**11 MINUTES**  
The Minutes of the **Human Resources Committee** meeting held on **16 December 2020** were accepted as a correct record.

**12 OFFICERS' REPORTS**

**12.1 SICKNESS ABSENCE POLICY**

The Committee considered a report by the Town Clerk.

The Committee **RESOLVED** to:

**Approve the Policy set out in Appendix A.**

**12.2 REMOTE WORKING POLICY**

The Committee considered a report by the Town Clerk.

The Committee **RESOLVED** to:

**Approve the Remote Working Policy set out in Appendix A.**

**13 EXEMPT BUSINESS**

The Committee **RESOLVED** that:

In view of the confidential nature of the following items, which relate to the business matters of other individuals and organisations, the public and accredited representatives of the press shall be excluded while they are discussed. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972.

Item: Staff Structure

**13.1 STAFF STRUCTURE**

The Committee considered a report by the Town Clerk.

The Committee **RESOLVED** to:

**Approve a number of changes to the staff structure.**

The meeting closed at 2.55pm .

Chairman .....

Date .....