



North Devon Council  
Civic Centre  
Barnstaple  
North Devon EX31 1EA

M. Mansell, BSc (Hons),  
C.P.F.A.  
Chief Executive

### **PERSONNEL COMMITTEE**

A meeting of the Personnel Committee will be held in the Law Room, Civic Centre, Barnstaple on **TUESDAY 29<sup>TH</sup> APRIL 2014 AT 10.00 A.M.**

Members of the Committee:      Councillor Wilkinson (Chairman)  
   Councillor Clark (Vice-Chairman)

Councillors Barker, Croft, Haywood, Hockin, Hunt, Lucas and Mathews.

### **AGENDA**

1. Apologies for absence.
2. To approve as a correct record the minutes of the meeting held on 17<sup>th</sup> March 2014 (attached).
3. Items brought forward which in the opinion of the Chairman should be considered by the meeting as a matter of urgency.
4. Declaration of Interests (Please complete the form provided at the meeting or telephone Member Services to prepare a form for your signature before the meeting) Items must be re-declared when the item is called, and Councillors must leave the room if necessary
5. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

### **PART 'A'**

6. **Establishment of Sub-Committee to Hear Grievance, Disciplinary and Harassment Cases.** Report by Human Resources Manager (attached).
7. **Establishment of Staff consultation Panel Sub-Committee.** Report by Human Resources Manager (attached).
8. **Establishment of Sub-Committee to deal with Chief Executive Terms and Conditions of Employment.** Report by Human Resources Manager (attached).

**PART 'B' (Confidential Restricted Information)**

**9. Exclusion of Public and Press and Restriction of Documents.**

RECOMMENDED :

- (a) That, under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item as it involved the likely disclosure of exempt information as defined by Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act (as amended from time to time), namely information relating to any individual and the financial or business affairs of any particular person (including the authority holding that information).
- (b) That all documents and reports relating to the item be confirmed as “Not for Publication”.

**10. Application for Voluntary Severance in the context of a Restructure.** Report by the Chief Executive (to follow).

<p><b><u>Reminder</u> - Members please return your agenda to the Member Services Officer at the end of the meeting.</b></p>
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**If you have any enquiries about this agenda, please contact Member Services.**  
**Telephone numbers 01271 388253/388254/388792**

## **North Devon Council protocol on recording/filming at Council meetings**

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chairman of the meeting will make sure any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be recorded must advise the Chairman at the earliest opportunity.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

### **Notes for guidance:**

Please contact either our Member Services team or our Communications team in advance of the meeting you wish to record at so we can make all the necessary arrangements for you on the day.

For more information contact the Member Services team on **01271 388254** or email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.