

**Policy & Resources Committee**  
**Thursday 8<sup>th</sup> May 2008**  
**at 7.30 p.m. in the Council Chamber.**

**AGENDA**

1. **Apologies for Absence:** To receive apologies.
2. **Declarations of Interest:** Members to Declare Interests in any items on the Agenda.
3. **Minutes:** of the meetings held on 13<sup>th</sup> March and 10<sup>th</sup> April 2008, copies of which have been previously circulated to all Members.
4. **Public Questions:** If any.
5. **Accounts Paid:** Lists herewith of accounts paid and reimbursements made on the authority of two Members and dated 9<sup>th</sup> April and 24<sup>th</sup> April 2008. (Encl. No. 1, page nos. 1110 to 1118.)
6. **Draft Employee Handbook:** Our Human Resources Consultants have produced the following draft documents for Members consideration;
  1. Statement of Main Terms of Employment (monthly paid staff) SMT/1 (Encl. 2).
  2. Statement of Main Terms of Employment (weekly paid staff) SMT/2 (Encl. 3).
  3. Notification of above to Existing Employees. (Encl. 4).
  4. Agreement to Opt Out of the 48 Hour Maximum Average Working Week. (Encl. 5).
  5. Employee Handbook. (Encl. 6).

The Town Clerk's recommended amendments are enclosed. (Encl. 7).
7. **IT Systems:** The Officers have nothing to report.
8. **Procedures Manual:** The Officers have nothing to report.
9. **Audit Status List:** There are currently no items on the Audit Status List.
10. **Friends of Historic Essex:** Correspondence has been received from the Friends of Historic Essex asking the Council to consider becoming a Corporate Member at a cost of £10.00 p.a. The FHE's main remit is to support the Essex Records Office. Do Members wish to join?. (Encl. 8).
11. **Status List:** To be circulated to the meeting for information.
12. **Any Other Business:** Items which the Chairman may allow for discussion only.
13. **Exclusion of Press and Public:** To consider whether in view of the confidential nature of the business to be transacted and listed below, the press and public be excluded from the meeting.

14. **Minutes – Part B:**
15. **Budget Comparison:** Category 8 (Expenditure).

TO: Cllr. A.P. Watts (Chairman)  
Cllr. Mrs. P.C. Brooks  
Cllr. Mrs. R. Gadsby  
Cllr. A.L. James  
Cllr. S.C. Pryde  
Cllr. W.J. Pryor

All other Members for information.

1<sup>st</sup> May 2008