



**Committee:** PERSONNEL COMMITTEE

**Date:** TUESDAY, 3 FEBRUARY 2015

**Venue:** MORECAMBE TOWN HALL

**Time:** 6.00 P.M.

## A G E N D A

1. **Apologies for absence**

2. **Minutes**

Minutes of meeting held on 27<sup>th</sup> November and 8<sup>th</sup> December 2014 (previously circulated).

3. **Declarations of Interest**

To receive declarations by members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 10 and in the interests of clarity and transparency, members should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

4. **Items of urgent business authorised by the Chairman**

5. **Corporate Health and Safety Arrangements and Members' Responsibilities** (Pages 1 - 26)

6. **Officer Employment Procedure Rules** (Pages 27 - 36)

7. **Human Resources Policy Development and Review** (Pages 37 - 83)

8. **Recruitment for On-call Fire-fighters at Lancaster Fire Station** (Pages 84 - 93)

### ADMINISTRATIVE ARRANGEMENTS

(i) **Membership**

Councillors Paul Gardner (Chairman), David Smith (Vice-Chairman), Shirley Burns,

Caroline Jackson, Jane Parkinson, Margaret Pattison and Sylvia Rogerson

**(ii) Substitute Membership**

Councillors Tony Anderson, Keith Budden, Melanie Forrest, Janet Hall, Kathleen Graham, Billy Hill and Ian Pattison

**(iii) Queries regarding this Agenda**

Please contact Peter Baines, Democratic Services - telephone 01524 582074 or e-mail [pbaines@lancaster.gov.uk](mailto:pbaines@lancaster.gov.uk).

**(iv) Changes to Membership, substitutions or apologies**

Please contact Members' Secretary, telephone 582170, or alternatively email [memberservices@lancaster.gov.uk](mailto:memberservices@lancaster.gov.uk).

MARK CULLINAN,  
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