

## HR Sub Group Agenda

28<sup>th</sup> February 11 -12.30

Committee Room 2

1	<b>Review actions from last meeting</b>	JMM
2	<b>Staff Surveillance</b> <i>Action required: Review and approve policy.</i> <i>Information: Cover note and draft policy attached.</i>	EJ/DS
3	<b>Travel Scheme – Travel and Substance Policy</b> <i>Action required: Review and approve updated policy.</i> <i>Information: Cover note and updated draft policy attached.</i>	KM
4	<b>Menopause Guidance</b> <i>Action required: Review and approve guidance.</i> <i>Information: Cover note and draft guidance attached.</i>	GF
5	<b>Mentally Healthy Reps</b> <i>Action Required: Note progress.</i> <i>Information: Update at the meeting.</i>	IM/JM
6	<b>Special Leave Policy &amp; Guidance</b> <i>Action required: Review and approve policy update and Bereavement guidance.</i> <i>Information: Cover note, updated policy and Bereavement guidance attached.</i>	EB/FG
7	<b>Disciplinary Policy &amp; Guidance</b> <i>Action required: Review and approve policy and guidance update.</i> <i>Information: Cover note updated policy and guidance attached.</i>	EB
8	<b>Bullying and Harassment Policy &amp; Guidance</b>  <i>Action required: final approval of guidance.</i> <i>Information: Final draft guidance attached.</i>  <i>*Policy document approved by HRSG in April 2018 also attached for information.</i>	LM
9	<b>Construction Charter</b> <i>Action Required: Update on the introduction of the Construction Charter.</i> <i>Information: Charter attached.</i>	KZ
10	<b>Private Use of Council Vans - Guidance</b>  <i>Action Required: Review and Approve Guidance.</i> <i>Information: Guidance attached.</i>	KZ

11	<b>Trade Union items</b>	
12	<b>HR Legislative updates</b>	<b>LM</b>
13	<b>AOCB</b> <i>Flexible working</i> <i>Competence procedures</i> <i>Exit interviews</i>  <i>Agenda for Change T&amp;C's</i>	<b>AB</b>     <b>MM</b>