



SHAFTESBURY TOWN COUNCIL

## Human Resources Committee

Minutes of the Human Resources Committee held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Thursday, 03 August 2017 commencing at 12:00pm.

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**Members Present:**

Councillor Austin (Vice-Chair)  
Councillor Loader

Councillor Lewer

**Absent:**

Councillor Todd

**Officers Present:**

Claire Commons, Town Clerk

**In Attendance:**

Councillor Perkins by telephone

### MINUTES

#### Public Participation

There were no members of the public present.

**H09 Apologies**

Apologies were received from Councillors Austin and Perkins due to conflicting personal engagements. Councillor Perkins was present by telephone conference

**H10 Declarations of Interest and Dispensations**

All members were invited to declare any interests throughout the meeting if the need arose. Councillor Brown declared an interest in 34 High Street as the applicant was known to him.

**H11 Minutes**

It was **RESOLVED** to approve the minutes of the meeting held on 4<sup>th</sup> July 2017 and the minutes were duly signed.

**H12 10 Principles**

Officer report 0717PH04 was received and it was **RESOLVED** to **RECOMMEND** to Full Council for adoption.

**H13 Confidential Business**

There was no requirement to go into confidential session as there were no members of the public present.

**H14 Staff Matters**

Officer report 0817HR6 was received. The following items as detailed within the report were **RESOLVED**;

H14a The job descriptions for the Business Manager, Finance and Services Officer and Office Administrator.

H14b The adverts for the Office Administrator and Business Manager (*Financial Implication £800*)

H14c To create a budget line for advertising and recruitment within the staffing budget.

H14d The recruitment timeline

H14e To promote the Finance Officer to an enhanced role in accordance with the staff structure resolved at the Full Council meeting of 18th July 2017 backdated to 1<sup>st</sup> April 2017.

H14f The Scheme of Delegation for holiday cover

H14g To make arrangements for a Staff and Councillor event before Christmas.

**H15 Officer Report**

It was resolved that the next meeting of the Committee would be at 6pm on Tuesday 5<sup>th</sup> September 2017.

There being no further business, the meeting was closed at 1.30pm.

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Signed

Date