



SHAFTESBURY TOWN COUNCIL

Minutes of a meeting of the Human Resources Committee held on **Monday 19th May 2014** at 10:30pm in the Mayor's Parlour.

Present:

Cllr R Tippins (Chairman)

Cllr Lewer

Cllr Madgwick (Vice-Chairman)

In attendance:

Mrs Claire Commons (Acting Committee Services Officer)

MINUTES

PART 1 (PUBLIC ITEMS)

01. Apologies for Absence

There were no apologies for absence

02. Declarations of Interests

Members and officers were reminded of their obligation under the Local Government Act 1972 and Localism Act 2011 to declare any known interests in any matter to be considered. No declarations of interest were made.

03. Receipt of Dispensation Requests

No dispensation requests had been received.

04. Exempt Items – Exclusion of Press and Public

As certain items were expected to include the consideration of exempt information Shaftesbury Town Council **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involved the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Minute reference
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PART 2 (EXEMPT ITEMS – EXCLUSION OF THE PUBLIC AND PRESS)

05. Committee Minutes

It was **RESOLVED** that the Minutes of the Human Resources Committee meeting held on Friday 28th March be agreed and signed as a correct record.

06. Terms of Reference

The Terms of Reference for the committee were adjusted and **RECOMMENDED** to Full Council. It was noted that the Terms of Reference did not provide a vehicle for addressing matters of councillor concerns or interaction with employees. It was **RECOMMENDED** to Full Council to expand the remit of the committee to include this.

07. Update on Informal Meeting

The committee reported that the informal meeting held prior to the committee meeting had been productive and helped clarify a number of points from which to draw a conclusion.

08. Appointment of Interim Chair

It was **RESOLVED** to appoint Cllr Madgwick as interim chair to consider the specific complaints received.

09. Complaints Received

Cllr Madgwick reported that two complaints had been received. The process for addressing these was **AGREED**.

10. Complaints Process

The committee considered the complaints procedure and it was **AGREED** to work with the Town Clerk to develop a clear complaints procedure and flow chart.

There being no further business, the meeting was closed at 11:50am.

Chair:

Date: