



SHAFTESBURY TOWN COUNCIL

**MINUTES of the HUMAN RESOURCES COMMITTEE
MEETING**

in the Mayors Parlour Town Hall, High Street, Shaftesbury on Thursday 23rd October 2014
commencing at 11am.

Members Present:

Cllr R Tippins (Chair)
Cllr J Lewer

Cllr W Harvey
Cllr J Pestell

In Attendance:

Richard Chapman, Interim Town Clerk

PUBLIC PARTICIPATION

None

01. Election of Chairman

It was resolved to elect Cllr Richard Tippins Chairman

02. Apologies

None

03. Declaration of Interests

Members and staff were reminded of their duty to declare any known interests in any matter to be considered.

04. Staffing Matters

The Town Clerk presented his report

It was **RECOMMENDED** that the Town Clerk is responsible for the management, appraisals of and discipline of the Town council staff subject to a report to the Human Resources Committee.

It was **RECOMMENDED** that the Council negotiate Employment Law and Human Resources advice with a local firm of solicitors when the present contract with Ellis Whittam comes to an end.

It was **RECOMMENDED** that the Town Clerk would re-evaluate the duties of the Councils Administration staff through a suitable District Council. It was **RECOMMENDED** that the Council would honour this evaluation.

It was **RECOMMENDED** that a Head Grounds man would be appointed following interview of internal candidates following re organisation of the Grounds staff as set out in the Town Clerks Staffing Structure report.

It was **AGREED** that the Town Clerk would extend the temporary workers contract be extended by 3 months to the end of February.

It was **RECOMMENDED** that The Interim Town Clerks contract be extended by 3 months, the HR Committee will re advertise for the position. It was noted that the Town Clerks contract comes to an end on 26th October so it was **AGREED** to extend the contract under SO115 urgent business.

It was **AGREED** that the HR Committee would follow the same procedure as before, it was **AGREED** to seek the assistance of the Town Clerk from Sherborne to help with the process.

There being no further business, the Chairiman thanked members and public for attendance and closed the meeting at 12.22pm.