



To: Members of Shaftesbury Town Council's Human Resources Committee

Councillors: R Tippins (Chair), A Austin, J Lewer, A Perkins and P Proctor

All other members of Shaftesbury Town Council for information only.

You are required to attend a **Meeting** of the **Human Resources Committee** to be held on at **9.30am on Monday 17th August 2015 in the Mayor's Parlour, Shaftesbury Town Hall** for the transaction of the business shown on the agenda below.

Stephen Holley

Town Clerk

Members are reminded of their duty under the Code of Conduct

Agenda Item	
1.	Apologies for Absence To receive apologies for absence and consider reasons for non-attendance
2.	Declarations of Interest To receive declarations of any pecuniary interests
3.	Minutes (i) To approve the minutes of the Human Resources Committee meeting held on 30 th March 2015. <i>Minutes are available at the Town Council offices or www.towncouncil.shaftesburydorset.com</i> (ii) To receive the notes of the informal meeting of the Human Resources Committee held on 2 nd July 2015.
4.	Apprenticeship Page 4 To consider arrangements for an Apprentice scheme within the Grounds Team, to be run in conjunction with Kingston Maurward Collage, Dorchester

Agenda Item	
5.	<p>Policy on Training Page 6</p> <p>To recommend to the Council that it adopt a Policy on Training (a requirement of the Local Council's Award).</p> <p>Report 0315/HR/05 attached</p>
6.	<p>Town Clerk – Record of Continuous Personal Development Page 9</p> <p>To recommend to the Council that it formally note the Town Clerk's record of Continuous Personal Development (a requirement of the Local Council's Award).</p> <p>Report 0315/HR0/09 attached</p>
7.	<p>Record of Training for Councillors and Staff Page 11</p> <p>To recommend to the Council that it formally note the record of training for Councillors and Staff (a requirement of the Local Council's Award).</p> <p>Report 0315/HR/07 attached</p>
8.	<p>Confidential Information</p> <p>Certain items are expected to include the consideration of exempt information and the Human Resources Sub-Committee is, therefore, recommended to resolve "That, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during the discussion of the matters referred to in items (9) and (10) listed below, on the grounds that they involve the likely disclosure of confidential information, (as defined in the respective paragraph of Part 1 of Schedule 12a of Section 100a(4) of the Local Government Act 1972), and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".</p>
9.	<p>Town Clerk - Probationary Period and Future Objectives Page 15</p> <p>(i) To consider recommending to the Council that it confirm the appointment of the Town Clerk, in the context of the objectives set by the Committee on 30th March 2015.</p> <p>(i) To consider setting objectives for the next 12 months</p> <p>Report 0315/HR/09 attached</p>
10	<p>Benchmarking of Salaries and Salary Review Page 17</p> <p>To review staff salaries against benchmarking information received from nine other Town Councils in Dorset, with a view to making recommendations to the Council for inclusion within the Budget-Setting process for 2016/17.</p> <p>Report 0315/HR/10 attached (<i>papers available only to members of the Human Resources Committee</i>)</p>

Agenda Item	
11	<p>Housekeeping matters No Written Report</p> <p>Discussion and agreement on timing and process to review the following.</p> <ul style="list-style-type: none">(i) HR process calendar (a time table approach)(ii) Staff Performance Reviews (suggest Aug / Sept) and annual salary review(iii) Staff Handbook(iv) Terms and Conditions of Service(v) Staff Contracts and Job Descriptions(vi) Terms of reference all posts(vii) DBS check requirements for Grounds Staff.

(END)