



## SHAFTESBURY TOWN COUNCIL

### PUBLIC MINUTES of the HUMAN RESOURCES COMMITTEE MEETING

in the Mayors Parlour, Town Hall, High Street, Shaftesbury on  
Thursday 12<sup>th</sup> September 2016 commencing at 10.00am.

---

#### Members Present:

Cllr Perkins (Chair)  
Councillor Lewer

Councillor Taylor (Vice-Chair)  
Councillor R Tippins

#### In Attendance:

Mrs Claire Commons - Interim Deputy Town Clerk

#### PUBLIC PARTICIPATION

There were no members of the public present

#### HR20. Apologies

Apologies were accepted from Councillor Francis due to personal commitments.

#### HR21. Declaration of Interests and Dispensations

No declarations of interest or requests for dispensation had been received

#### HR22. Minutes

It was **RESOLVED** that the minutes of the meeting of the Human Resources Committee held on 4<sup>th</sup> August 2016 be approved as a correct record.

#### HR23. Confidential Information

It was **RESOLVED** that, in accordance with Section 2 of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded during the discussion of the matters referred to in item HR24 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

#### HR24. Staffing Matters

Officer report 0916HR05 was received and the following actions were **AGREED**

<u>Item</u>	<u>Actions agreed / outstanding</u>
<p><b>1. <u>Matters Arising</u></b></p>	<p>DTC and TC reporting format to be agreed by next HR meeting – Cllr Perkins</p> <p>Oversight process to be designed and built into contract and Job Description by next HR meeting by all</p> <p>Job roles / descriptions. Nothing to be progressed until new Town Clerk appointed. All relevant resolutions to be allowed to time lapse. New Town Clerk to be asked to make the reorganisation and associated new roles a priority.</p> <p>Staff member overtime and TOIL. <b>RESOLVED</b> - confidential minute.</p> <p>Staff member – confidential minute.</p> <p>Lone Working – Cllr Francis to produce a lone working risk policy by the next HR meeting.</p> <p>Swimming Pool – Contracts will be produced for the 2017 season</p>
<p><b>2. <u>Grounds Staff cover</u></b></p>	<p>Overtime covered under Matters Arising above.</p> <p>Call out arrangements, sickness and bank holiday cover – confidential minute only.</p> <p>Street cleaning – Head Groundsman to look at options for having 2 part time personal on 0 hour contracts for street cleaning, toilet cleaning, H&amp;S inspections, street furniture maintenance. 2 personnel to allow each to cover the over in the event of sickness or holiday. To bring back to the next meeting of the HR Committee</p>
<p><b>3. <u>Town Clerk Applications</u></b></p>	<p>Cllr Perkins to prepare letter inviting preferred candidates to interview. Circulate to members of the HR Committee prior to issue.</p> <p>Cllr Perkins to prepare letter to unsuccessful applicants. Circulate to members of the HR Committee prior to issue.</p> <p>Selection panel to be available members of the HR Committee and no less than three.</p>
<p><b>4. <u>Terms of Reference</u></b></p>	<p>Remove paragraph 14 and recommend to Council for adoption.</p>

<p><b>5. <u>Matters for consideration raised by Cllr K Tippins</u></b></p>	<p>Pool testing – To be carried out by the Pool Manager during the closed season.</p> <p>Budget requirement for additional staff to be trained in pool testing</p> <p>Head Groundsman to bring proposal for 7-day litterpick cover</p>
--	--

**HR25. Future Business and Housekeeping Matters**

The 23<sup>rd</sup> September would be the date for interviews of the Town Clerk candidates. At that point the Committee would set a date for the next meeting of the Committee.

There being no further business, the Chairman closed the meeting at 12pm

---

Signed

Date