



SHAFTESBURY TOWN COUNCIL

Human Resources Committee

Minutes of a meeting of the Human Resources Committee held in the Mayor's Parlour, High Street, Shaftesbury Dorset SP7 8LY on Thursday 20th October 2016, commencing at 10.30am

Members Present:

Councillor Perkins (Chair)
Councillor Francis
Councillor R Tippins

Councillor Taylor (Vice-Chair)
Councillor Lewer

Officers Present:

Claire Commons, Interim Deputy Town Clerk

MINUTES

Public Participation

There were no members of the public present.

HR26 Apologies

There were no members absent.

HR27 Declaration of Interests and Dispensations

Mrs Commons declared an interest in the recruitment of the Town Clerk.

HR28 Minutes

It was **RESOLVED** that the minutes of the meeting of the Human Resources Committee held on 12th September 2016 be approved as a correct record.

HR29 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 the items 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

HR30 Staffing Matters

Officer report 1016HR05 was received and noted.

Mrs Commons left the meeting at 10.40am

The Committee **AGREED** not to recommend any of the previous candidates for the position of Town Clerk and to re-advertise the post with a revised salary scale of 43 – 51 (£37,858 - £45,580). It was recommended that the advert be placed with the SLCC and DAPTC. For information, the cost of the Blackmore Vale Magazine advert ¼ page for 1 week was £443.

Proposed schedule;

Advertise 26 October – 23 November (4 weeks)

Interview 7 December (2 weeks after close of applications)

EFC for preferred candidate(s) to present to Council 13 December (1 week after interview) (Planning and Highways Committee to meet directly following for its scheduled committee meeting)

Town Clerk starts 20th March (3 months after interview – standard notice period for this position)

It was **RECOMMENDED** that the Council engages the services of a Locum Town Clerk for 2 days per week until the new Town Clerk is in place at a cost of £350 per day plus travel and accommodation.

Mrs Commons returned to the meeting at 11.13am

The Committee **AGREED** to schedule monthly meeting of the Committee towards the end of each month.

HR31 Future Business and Housekeeping Matters

It was **AGREED** that the Clerk investigate a monitor and buzzer for the inner entrance to the Town Hall to improve security of the building and safety for the staff

There being no further business, the Chairman closed the meeting at 12.05pm

Signed

Date