



# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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To: Members of Shaftesbury Town Council's **Human Resources Committee**,  
Councillors: Andy Perkins (Chair), Anthony Austin (Vice-Chair), Phil Proctor, Lester Taylor,  
Lauren Todd.

All other recipients for information only.

You are required to attend a meeting of the Committee  
**to be held at 11.15am on Monday 27<sup>th</sup> February 2017 in the Mayor's Parlour, Shaftesbury  
Town Hall**

For the transaction of the business shown on the agenda below.

**Sue Wilthew**

**Interim Town Clerk**

Members are reminded of their duty under the Code of Conduct

## **Public Participation**

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

| Agenda Item                                           |                                                                                                                                                                                    |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>01. Apologies</b>                                  | To receive and consider for acceptance, apologies for absence                                                                                                                      |
| <b>02. Declarations of Interest and Dispensations</b> | Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received. |
| <b>03. Minutes</b>                                    | To confirm as a correct record, the minutes of the previous meeting of the Committee held on 25 <sup>th</sup> January 2017.                                                        |

| Agenda Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |
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| <b>04. Confidential Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>p3</b>       |
| To consider resolving "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." |                 |
| <b>05. Town Clerk</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>p3</b>       |
| To consider any recommendation from the Interview Panel for the position of Town Clerk.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Report 0217HR05 |
| <b>06. Member Employee Protocol</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>p4</b>       |
| To consider the Member Employee Protocol                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Report 0217HR06 |
| <b>07. Terms of Reference</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>p5</b>       |
| To consider the Committee's Terms of Reference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Report 0217HR07 |
| <b>08. Professional Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>p08</b>      |
| To consider engagement of professional services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Report 0217HR08 |
| <b>09. Officer Report and Future Meetings of the Committee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>p9</b>       |
| To receive any correspondence and updates relating to the work of the Committee, to confirm the date of the next meeting and to identify matters for inclusion on the agenda.                                                                                                                                                                                                                                                                                                                                                                       |                 |
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(End)