



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 Monday 27th February 2017 commencing at 12:30pm.

Members Present:

Councillor Austin (Vice-Chair)
Councillor Taylor

Councillor Proctor

Officers Present:

Sue Wilthew, Interim Town Clerk
Claire Commons, Interim Deputy Town Clerk

MINUTES

Public Participation

There were no members of the public or press present.

HR58 Apologies

Apologies were received and accepted from Councillors Andy Perkins and Lauren Todd due to prior engagements.

HR59 Declarations of Interest and Dispensations

Members and Officers were reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Interim Deputy Town Clerk declared an interest in the recruitment process for the position of Town Clerk. Members were invited to declare any other interests throughout the meeting if the need arose.

HR60 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on 25th January 2017 as a correct record. The minutes were duly signed.

HR61 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.

The Interim Deputy Town Clerk left the meeting

HR62 Town Clerk

Officer report 0217HR05 was received. It was **RESOLVED** to **RECOMMEND** to Full Council that an internal candidate be appointed to the position of Town Clerk with effect from Wednesday 8th March 2017. The position to be appointed starting at Scale Point 46 with a six-month probationary period.

The Interim Deputy Town Clerk re-entered the meeting

HR63 Member Employee Protocol

Officer report 0217HR06 was received and it was **RESOLVED** to **RECOMMEND** to Full Council that the Principles of Good Practice incorporating A Protocol for Member / Employee Relations policy is adopted

HR64 Terms of Reference

Officer report 0217HR07 was received. It was **RESOLVED** to delegate to the Town Clerk in consultation with the HR Consultant to review the terms of reference and bring back to the Committee for further consideration.

HR65 Professional Services

Officer report 0217HR07 was received. It was **RESOLVED** to **RECOMMEND** to Full Council that the Council engages the LGRC for professional services to deliver an outline strategic plan and core governing documents by 23rd May 2017 and delegates to the Town Clerk to agree the contract terms with the LGRC.

HR66 Officer Report and Future Meetings of the Committee

Officer report 0217HR09 was received and noted.

There being no further business, the meeting was closed at 1.10pm

Signed

Date