



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 Wednesday, 07 June 2017 commencing at 10:10am.

Members Present:

Councillor Perkins (Chair)
Councillor Loader

Councillor Lewer
Councillor Todd

Officers Present:

Claire Commons, Town Clerk

Councillor Austin was connected via telephone conference. It was confirmed that he did not have a voting role for that meeting due to not being physically present.

MINUTES

Public Participation

There were no members of the public or press present.

H01 Apologies

Apologies were received and accepted from Councillor Austin due to a conflicting engagement.

H02 Declarations of Interest and Dispensations

Members and Officers were reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. Members were invited to declare any other interests throughout the meeting if the need arose.

H03 Order of Business

It was **RESOLVED** to amend the order of business to receive input via telephone from Councillor Austin on items 6 Contract of Employment, 7 Terms of Reference and 8 Committee Objectives for the Coming Year.

H04 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.

H05 Contract of Employment

Officer Report 0617HR06 was received and it was **RESOLVED** to approve the contract for the Town Clerk subject to inclusion that the Town Clerk be bound by the Council's Policies and Procedures. And that the reporting arrangements on matters relating to the business of the council will be the Mayor and on matters relating to staffing will be with the Chairman of the Human Resources Committee.

H06 Terms of Reference

Officer Report 0617HR07 was received and it was **RECOMMENDED** to Full Council that the suggested amendments to the Terms of Reference from the HR Adviser be made and the revised Terms of Reference adopted.

H07 Committee Objectives for the Coming Year

The Chairman spoke to this item and it was **RESOLVED** that the following objectives be set for the coming municipal year;

- Monthly meetings lasting approximately 90 minutes
- Calendar of scheduled HR matters for the year
- Adopt the Staffing business plan and corresponding structures contained therein
- Prepare a bespoke code of conduct to enhance the existing code of conduct and standing orders.
- Promote professional development of staff and councillors
- Develop a whistle blowing policy.

10:55am At this point in the meeting, Councillor Austin made his apologies and disconnected from the telephone conference.

H08 Business Plan

Officer Report 0615HR05 was received. It was **AGREED** to progress with the Business Plan in its current form in readiness for adoption at the next HR Committee meeting.

H09 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on 29th March 2017 and 26th April 2017 as a correct record. The minutes were duly signed.

H10 Staffing Matters

The Committee was updated on current staff matters and the date of the next meeting was confirmed as 4th July 2017.

There being no further business, the meeting was closed at 11.40am

Signed

Date