



# Shaftesbury Town Council

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## To: Members of Shaftesbury Town Council's Human Resources Committee

Councillors: R Tippins (Chair), A Austin, J Lewer, A Perkins and P Proctor

### All other members of Shaftesbury Town Council for information only.

You are required to attend a **Meeting** of the **Human Resources Committee** to be held on at **11.00am on Thursday 28<sup>th</sup> April 2016 in the Mayor's Parlour, Shaftesbury Town Hall** for the transaction of the business shown on the agenda below.

**Stephen Holley**

**Town Clerk**

Members are reminded of their duty under the Code of Conduct

| Agenda Item |                                                                                                                                                                                                                                                                                                                                           |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.          | <b>Apologies for Absence</b><br>To receive apologies for absence and consider reasons for non-attendance                                                                                                                                                                                                                                  |
| 2.          | <b>Declarations of Interest</b><br>To receive declarations of any pecuniary interests                                                                                                                                                                                                                                                     |
| 3.          | <b>Minutes</b> <span style="float: right;">Page 3</span><br>To approve the minutes of the meeting of the Human Resources Committee held on 17 <sup>th</sup> August 2015.<br><i>Minutes are available at the Town Council offices or <a href="http://www.towncouncil.shaftesburydorset.com">www.towncouncil.shaftesburydorset.com</a>.</i> |
| 4.          | <b>Apprenticeship Scheme</b> <span style="float: right;">Page 7</span><br>To consider initiating discussion with relevant partners on a Shaftesbury-wide Apprenticeship scheme.                                                                                                                                                           |

| Agenda Item |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.          | <p><b>Confidential Information</b></p> <p>Certain items are expected to include the consideration of exempt information and the Human Resources Sub-Committee is, therefore, recommended to resolve “That, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during the discussion of the matters referred to in items (6) to (10) 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”.</p> |
| 6.          | <p><b>Clerk’s Annual Appraisal</b> <span style="float: right;">Separate Document</span></p> <p>To carry out the Clerk’s Annual Appraisal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 7.          | <p><b>Review of Other Appraisals</b> <span style="float: right;">Page 9</span></p> <p>To note the Clerk’s Appraisal of the Council’s Office Team and the Grounds Team, conducted in December 2015.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 8.          | <p><b>Staffing Review – Next Steps and Timetable</b> <span style="float: right;">Page 11</span></p> <p>To consider the next steps in implementing the Staffing Review, initiated by the Council on 26<sup>th</sup> January 2016 in the light of (a) specialist HR advice received in respect of the initial decisions and (b) the need to plan for resilience, given the expected re-organisation of Local Government in Dorset and the consequent delegation of additional responsibilities to the Town Council.</p>                                                                                                                                                                                                                        |
| 9.          | <p><b>Review of Staff Salaries</b> <span style="float: right;">Page 14</span></p> <p>To consider (a) any proposals for approval for implementation, within the approved Budget; and (b) any proposals not within the approved Budget, for onward recommendation to the Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 10          | <p><b>Future Business and Housekeeping Matters</b> <span style="float: right;">No Written Report</span></p> <p>Informal discussion to identify matters for further consideration.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

(END)