



SHAFTESBURY TOWN COUNCIL

Human Resources Committee

Minutes of the Human Resources Committee held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Thursday, 04 October 2018 commencing at 10.00am.

Members Present

Councillor Taylor
Councillor Loader
Councillor Todd

Councillor Lower
Councillor Perkins

Absent:

Councillor Austin

Officers Present:

Claire Commons, Town Clerk

MINUTES

Public Participation

There were no members of the public present

H06 Apologies

Apologies were received and accepted from Councillor Austin due to a bad back.

H07 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose, the clerk declared an interest in training and salaries as they directly affected her.

H08 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Thursday, 03 May 2018 and the minutes were duly signed.

H09 Staffing Matters

H09a The Town Clerk presented a confidential staffing report and it was **RESOLVED** to;

H09b Introduce a policy that requires any staff member undertaking training at a cost of £1,000 or more to remain in the employment of the Council for 2 years following completion of the training or refund the cost on a pro-rata basis.

- H09c Cover the cost of one re-sit of any qualification, the staff member being required to cover the costs thereafter.
- H09d Increase the amount paid for staff members to attend wedding booked at the Town Hall.
- H09e Recommend to the budget setting process to increase the charge for weddings at the Town Hall.
- H09f Adjust the Staff Contracts to ensure full alignment with the NJC terms and conditions.
- H09g Approve the Town Clerk undertaking Community Governance Level 5 Foundation Degree.

ACTION: TOWN CLERK

There being no further business, the meeting was closed at 11.30am.

Signed

Date