



# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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Town Clerk: Mrs Claire Commons

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To: Members of Shaftesbury Town Council's Human Resources Committee (HR), Councillors Austin, Lewer, Loader, Perkins, Todd. All other recipients for information only.

You are required to attend a meeting of the Human Resources Committee for the transaction of the business shown on the agenda below.

To be held at 10:30am on Thursday 30 November 2017 in the Mayors Parlour, Shaftesbury Town Hall

Claire Commons, 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

- 1 APOLOGIES ..... 2**  
To receive and consider for acceptance, apologies for absence
- 2 DECLARATIONS OF INTEREST ..... 2**  
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.
- 3 MINUTES ..... 2**  
To confirm as a correct record, the minutes of the previous meeting of the Human Resources Committee.
- 4 CONFIDENTIAL INFORMATION..... 3**  
To consider resolving to enter Confidential Session (Part B) for the following items of business.
- 5 STAFF & COUNCILLOR ENGAGEMENT ..... 4**  
To confirm details of the Staff and Councillor Engagement event
- 6 STAFF REPORT ..... 5**  
To receive a staff report

(End)

**Administration for a meeting of the Human Resources Committee  
To be held at 10:30am on Thursday 30 November 2017 in the Mayors Parlour,  
Shaftesbury Town Hall**

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**1 Apologies**

To receive and consider for acceptance, apologies for absence

**1.1 Apologies received to date**

1.1.1 . none received at the point of issuing papers

**2 Declarations of Interest**

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.

**2.1 Declarations of Interest received to date**

2.1.1 There have been no declarations received at the point of papers being issued.

**3 Minutes**

To confirm as a correct record, the minutes of the previous meeting of the Human Resources Committee.

**3.1 Minutes to be adopted**

3.1.1 12<sup>th</sup> October 2017

**Report 1117HR4 to a meeting of the Human Resources Committee**  
**To be held at 10:30am on Thursday 30 November 2017 in the Mayors Parlour,**  
**Shaftesbury Town Hall**

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**4 Confidential Information**

To consider resolving to enter Confidential Session (Part B) for the following items of business.

**4.1 Recommendation**

- 4.1.1 To resolve that, in accordance with Section 2 of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded during the discussion of the remaining matters on the agenda (namely, Staff & Councillor Engagement and Staff Report) 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.”.

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 1117HR5 to a meeting of the Human Resources Committee  
To be held at 10:30am on Thursday 30 November 2017 in the Mayors Parlour,  
Shaftesbury Town Hall**

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**5 Staff & Councillor Engagement**

To confirm details of the Staff and Councillor Engagement event

**5.1 Recommendation**

5.1.1 That the details for the Christmas Staff / Councillor event are agreed

(End)

Report Author:  
Claire Commons, Town Clerk

**Report 1117HR6 to a meeting of the Human Resources Committee  
To be held at 10:30am on Thursday 30 November 2017 in the Mayors Parlour,  
Shaftesbury Town Hall**

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**6 Staff Report**

To receive a staff report

**6.1 Recommendation**

- 6.1.1 That the Self-Sign sickness form is adopted
- 6.1.2 That actions arising from the staff report are considered.

**6.2 Background**

- 6.2.1 TThe form provided at Appendix A is recommended by the Council's HR Advisor for adoption.
- 6.2.2 A detailed staff report will be provided by the Clerk at the meeting which may give rise to decisions to be taken by the Committee.

(End)

Report Author:  
Claire Commons, Town Clerk

Shaftesbury Town Council

# Sickness Absence Self Certification Form



Regardless of the length of absence, this form must be completed by each employee when returning to work. If an employee's absence lasts seven days or less, this form can be completed on their first day of returning to work. Otherwise the employee must request a copy of the form, complete and return it to their line manager within 2 days of returning to work.

<b>Name of employee:</b>	
<b>First day of absence:</b> (dd/mm/yyyy)	
<b>Last day of absence:</b> (dd/mm/yyyy)	
<b>Date of return to work:</b> (dd/mm/yyyy)	
<b>Total working days/hours* lost due to absence:</b> *If you work non-standard hours or are part time, please state in hours	
<b>Please give details of the reason for your absence:</b>	
<b>Did you consult your doctor or other medical professional?</b>	Yes / No (circle as appropriate)
<b>Did you obtain a fit note issued by a doctor or other medical professional?</b>	Yes* / No (circle as appropriate) *If 'yes', please attach
<b>Please provide any further relevant information:</b>	

The following information is required to ensure the health, safety and welfare at work of yourself and others.

<b>Are you taking any medication?</b>	Yes / No (circle as appropriate)
<b>If 'Yes', please provide details:</b>	
<b>If 'Yes', have you been advised of any side effects that could affect your work or may be a safety hazard?</b>	Yes / No (circle as appropriate)
<b>If 'Yes', please provide details:</b>	

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Shaftesbury Town Council

Sickness Absence Self Certification Form

**Declaration**

I declare that all the information I have given in this form is true and that I have not withheld any material fact. I understand that if I falsely claim sick pay I may be subject to disciplinary action up to and including dismissal.

I understand these details will be held in confidence by the Organisation and may be used for the following purposes in compliance with the Data Protection Act 1998:

- ensuring the health, safety and welfare at work of myself and other workers
- the avoidance of discrimination on the grounds of disability
- maintaining SSP and SMP records
- supplying information on accidents where industrial injury benefits may be payable
- ensuring the Organisation is able to monitor and deal fairly with attendance and absence issues

<b>Employee's full name:</b> (please print)	
<b>Employee's signature:</b>	
<b>Date:</b> (dd/mm/yyyy)	

Official use only

**Data Protection Act 1998**

When completed, this form may contain sensitive personal data as defined by the Data Protection Act 1998. It must be kept secure and confidential.

<b>Date received:</b> (dd/mm/yyyy)	
<b>Line Manager's name:</b>	
<b>Line Manager's signature:</b>	