



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, 30 November 2017 commencing at 10:30am.

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### Members Present

Councillor Perkins (Chair)  
Councillor Loader

Councillor Austin

### Absent:

Councillors Lewer, Todd

### Officers Present:

Claire Commons, Town Clerk

## MINUTES

### Public Participation

There were no members of the public present

#### H31 Apologies

Apologies were received from Councillor Austin due to conflicting council engagement and Councillors Lewer and Loader due to holiday.

#### H32 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose. The Town Clerk declared an interest in item 10, Town Clerk.

#### H33 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday 12<sup>th</sup> October 2017 and the minutes were duly signed.

#### H34 Confidential Session

There was no requirement to go into confidential session as there were no members of the press or public present.

#### H35 Staff & Councillor Engagement

The format for the engagement event was **RESOLVED**.

#### H36 Staff Report

Officer report 1117HR6 was received and it was;

H36a **RESOLVED** to adopt the self-sign sickness form.

H36b **RESOLVED** to review the structure of the Grounds Team to accommodate the direction of the Council and work identified in the Strategic Plan.

There being no further business, the meeting was closed at 11:00am

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Signed

Date