



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons

e-mail:enquiries@shaftesbury-tc.gov.uk

Website:www.shaftesbury-tc.gov.uk

VAT Reg No 241 1307 58

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 10.00am on Thursday 22 March 2018 in the Mayor's 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 APPRENTICESHIPS..... 3**
To consider apprentices at Shaftesbury Town Council
- 5 STAFFING MATTERS 4**
To consider resolving to enter Confidential Session (Part B) for this item of business and to consider staff matters as detailed in a separate confidential report.

(End)

**Administration for a meeting of the Human Resources Committee
To be held at 10.00am on Thursday 22 March 2018 in the Mayor's Parlour,
Shaftesbury Town Hall**

1 Apologies

To receive and consider for acceptance, apologies for absence

1.1 Apologies received to date

1.1.1 .

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 30th November 2017

**Report 0318HR4 to a meeting of the Human Resources Committee
To be held at 10.00am on Thursday 22 March 2018 in the Mayor's Parlour,
Shaftesbury Town Hall**

4 Apprenticeships

To consider apprentices at Shaftesbury Town Council

4.1 Recommendation

4.1.1 Report to follow

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0318HR5 to a meeting of the Human Resources Committee
To be held at 10.00am on Thursday 22 March 2018 in the Mayor's Parlour,
Shaftesbury Town Hall**

5 Staffing Matters

To consider resolving to enter Confidential Session (Part B) for this item of business and to consider staff matters as detailed in a separate confidential report.

5.1 Recommendation

- 5.1.1 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 this item of business on the grounds that it involves 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.

5.2 A confidential report will be provided to members of the HR Committee only.

(End)

Report Author:
Claire Commons, Town Clerk