



Shaftesbury Town Council

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VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council's Human Resources (HR), Councillors to be determined at the Annual Meeting on 1st May. All other recipients for information only.

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

To be held at 10.30am on Thursday 03 May 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.
- 4 COUNCILLOR RESOURCES 3**
To consider overview of the management of councillors as a resource
- 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
To be held at 10.30am on Thursday 03 May 2018 in the Mayor's Parlour, Shaftesbury
Town Hall**

1 Apologies

To receive and consider for acceptance, apologies for absence

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT

LEAD COUNCILLOR: CLLR JACKSON

The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.

1.1 Apologies received to date

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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.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT

LEAD COUNCILLOR: CLLR JACKSON

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.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT

LEAD COUNCILLOR: CLLR JACKSON

3.1 Minutes to be adopted

3.1.1 22nd March 2018

**Report 0518HR5 to a meeting of the Human Resources
To be held at 10.30am on Thursday 03 May 2018 in the Mayor's Parlour, Shaftesbury
Town Hall**

4 Councillor Resources

To consider overview of the management of councillors as a resource

4.1 Summary

- 4.1.1 The Lead Councillor roles are providing experts in 12 strategic plan areas for the Council. The role of councillor is currently managed through informal channels or through the code of conduct complaints in extreme circumstances.
- 4.1.2 As the Councillors are a 'resource' of the council, the committee is asked to consider a format for co-ordinating the workload to ensure consistency and improve efficiency.
- 4.1.3 The responsibility for councillors does not rest with the HR Committee under the current terms of reference. An amendment to the ToR's can be recommended to Council or an alternative arrangement for councillors can be considered.
- 4.1.4 Councillors may wish to refer to the adopted Principles of Good Practice incorporating a Protocol for Member/Employee Relations is provided

4.2 Financial Implication

- 4.2.1 There are no financial implications identified in this report

4.3 Legal Implication

- 4.3.1 Councillors do not have individual authority and therefore the message and workload must be carefully managed to ensure that it complies with the decisions of the council as a corporate body.

4.4 Risk

- 4.4.1 There is a risk that the council as a corporate body does not proceed with a unified message or that there is a misunderstanding of the responsibilities of officers and councillors.

4.5 Recommendation

- 4.5.1 That a recommendation is made to council for an enhanced method of working with the Councillor Lead roles and the Principles of Good Practice is reviewed.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT

LEAD COUNCILLOR: MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk

**Report 0518HR4 to a meeting of the Human Resources
To be held at 10.30am on Thursday 03 May 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 A confidential report will be provided to members of the HR Committee only.

5.2 Recommendation

5.2.1 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.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT

LEAD COUNCILLOR: MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk