



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 Perkins (Chair), Lewer (Vice Chair), Austin, Loader & Todd. All other recipients for information only.

You are summoned to 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 04 October 2018 in the Council Chamber, 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 STAFFING MATTERS 3**
To consider confidential staffing matters
A confidential report will be provided.

Bibliography

Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.

(End)

**Administration for a meeting of the Human Resources Committee
To be held at 10.00am on Thursday 04 October 2018 in the Council Chamber,
Shaftesbury Town Hall**

1 Apologies

To receive and consider for acceptance, apologies for absence

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

1.1.1 .

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

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 or dispensations received to date

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

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

3 Minutes

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

3.1 Background

3.1.1 When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.

3.1.2 If it is necessary for the draft minutes of the previous meeting to be corrected because of an inaccuracy in them, then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154)

3.2 Minutes to be adopted

3.2.1 3rd May 2018

4 Staffing Matters

To consider confidential staffing matters

A confidential report will be provided.