



Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

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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 10.30pm on Wednesday 28 November 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 STAFFING MATTERS 5**
To consider staffing matters (this item will be held in confidential session)

Bibliography

Local Government Act, 1972 sch 12a. *Legislation*. [Online].

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 10.30pm on Wednesday 28 November 2018 in the Mayor's Parlour,
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.

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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 4th October 2018 appended to this report

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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, 04 October 2018 commencing at 10.00am.

Members Present

Councillor Taylor
Councillor Loader
Councillor Todd

Councillor Lewer
Councillor Perkins

Absent:

Councillor Austin

Officers Present:

Claire Commons, Town Clerk

MINUTES

Public Participation

There were no members of the public present

H06 Apologies

Apologies were received and accepted from Councillor Austin due to a bad back.

H07 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose, the clerk declared an interest in training and salaries as they directly affected her.

H08 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Thursday, 03 May 2018 and the minutes were duly signed.

H09 Staffing Matters

H09a The Town Clerk presented a confidential staffing report and it was **RESOLVED** to;

H09b Introduce a policy that requires any staff member undertaking training at a cost of £1,000 or more to remain in the employment of the Council for 2 years following completion of the training or refund the cost on a pro-rata basis.

- H08c Cover the cost of one re-sit of any qualification, the staff member being required to cover the costs thereafter.
- H08d Increase the amount paid for staff members to attend wedding booked at the Town Hall.
- H08e Recommend to the budget setting process to increase the charge for weddings at the Town Hall.
- H08f Adjust the Staff Contracts to ensure full alignment with the NJC terms and conditions.
- H08g Approve the Town Clerk undertaking Community Governance Level 5 Foundation Degree.

ACTION: TOWN CLERK

There being no further business, the meeting was closed at 11.30am.

Signed

Date

DRAFT

**Report 1118HR4 to a meeting of the Human Resources Committee
To be held at 10.30pm on Wednesday 28 November 2018 in the Mayor's Parlour,
Shaftesbury Town Hall**

4 Staffing Matters

To consider staffing matters (this item will be held in confidential session)

4.1 Summary

4.1.1 A confidential report is provided to committee members only.

4.2 Recommendation

4.2.1 That the public and press be excluded from this item as the discussion is likely to contain information relating to an individual and information which is likely to reveal the identity of an individual (Local Government Act, 1972 sch 12a) paras1 and 2.

STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON

(End)

Report Author:
Claire Commons, Town Clerk