



# Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY

Telephone: 01747 852420

Town Clerk: Mrs Claire Commons

e-mail: [enquiries@shaftesbury-tc.gov.uk](mailto:enquiries@shaftesbury-tc.gov.uk)

Website: [www.shaftesbury-tc.gov.uk](http://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..

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 10.30am on

**Thursday 14 March 2019 in the Council Chamber, Shaftesbury Town Hall**

To Shaftesbury Town Councillors not listed above, you are appointed as substitute members and may be required to attend according to notice given by the Town Clerk.

All other recipients for information only

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..... 3**  
To receive and consider for acceptance, apologies for absence (1 min)
- 2 DECLARATIONS OF INTEREST..... 3**  
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. (1 min)
- 3 MINUTES..... 3**  
To confirm as a correct record, the minutes of the previous meeting of the Human Resources Committee. (1 min)
- 4 CONFIDENTIAL BUSINESS ..... 4**  
To consider resolving that the press and public be excluded from the following item by reasons of the confidential nature of the business to be transacted (1 min)
- 5 STAFFING MATTERS ..... 5**

To consider staffing matters and resolve upon the recommendations contained within the  
confidential report  
mins)

(60

**Bibliography**

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

Public Bodies (Admission to Meetings Act, 1960 s1. [Online].

Shaftesbury Town Council, 2012. *Code of Conduct*. [Online]

Available at: [https://www.shaftesbury-tc.gov.uk/images/STC\\_Code\\_of\\_Conduct\\_2012.pdf](https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf)

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

(End)

## **1 Apologies**

To receive and consider for acceptance, apologies for absence (1 min)

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### **1.1 Background**

- 1.1.1 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.

### **1.2 Apologies received to date**

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*STRATEGIC PLAN AREA: POLICIES, PROCEDURE AND GOVERNANCE, MARK JACKSON*

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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. (1 min)

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### **2.1 Background**

- 2.1.1 Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shaftesbury Town Council, 2012)

### **2.2 Declarations of Interest or dispensations received to date**

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*STRATEGIC PLAN AREA: INTERNAL ENGAGEMENT, MARK JACKSON*

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## **3 Minutes**

To confirm as a correct record, the minutes of the previous meeting of the Human Resources Committee. (1 min)

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### **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)

#### **4 Confidential Business**

To consider resolving that the press and public be excluded from the following item by reasons of the confidential nature of the business to be transacted (1 min)

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##### **4.1 Recommendation**

- 4.1.1 That under legislation (Public Bodies (Admission to Meetings Act, 1960 s1), the public and press should be excluded from the item 'Staffing Matters' by reason of the likely disclosure of exempt information relating to any individual.

##### **4.2 Summary**

- 4.2.1 A Council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings and where such a resolution is passed. This act shall not require the meeting to be open to the public during proceedings to which this resolution applies.

##### **4.3 Financial Implications**

- 4.3.1 There are no financial implications arising from this report

##### **4.4 Legal Implications**

- 4.4.1 The Council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. (Public Bodies (Admission to Meetings Act, 1960 s1)
- 4.4.2 Exempt information includes information relating to any individual and information which is likely to reveal the identity of an individual. (Local Government Act, 1972 sch 12a)

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***POLICIES, PROCEDURES AND GOVERNANCE, MARK JACKSON***

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(End)

Report Author:

Claire Commons, Town Clerk

## **5 Staffing Matters**

To consider staffing matters and resolve upon the recommendations contained within the confidential report (60 mins)

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### **5.1 Confidential report to follow**