



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, 14 March 2019 commencing at 10:30am.

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### Members Present

Councillor Austin  
Councillor Loader  
Councillor Todd

Councillor Lower  
Councillor Perkins (Chair)

### Absent:

There were no members of the public present

### Officers Present:

Claire Commons, Town Clerk

### In Attendance:

There were no members of the public present

## MINUTES

### Public Participation

There were no members of the public present

### H14 Apologies

There were no members absent

### H15 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 matters relating to her salary, Councillor Austin declared an interest in matters relating to a member of staff as they were a personal friend.

### H16 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Wednesday, 28 November 2018 and the minutes were duly signed.

### H17 Staffing Matters

F17a A verbal officer report was provided. It was **RESOLVED** to adjust the salary points as detailed in confidential handwritten notes of the meeting.

At this point in the meeting, the Clerk left the room

F17b It was **RESOLVED** to award 2 scale point increments to the Town Clerk in recognition of her achievement of the Certificate of Higher Education in Local Government.

At this point in the meeting, the Clerk entered the room

F17c It was **RESOLVED** to instruct the HR Advisor to review and regularise staff contracts in line with NJC contracts and green book regulations

**ACTION: TOWN CLERK**

The Committee members were thanked for their work over the last year. There being no further business, the meeting was closed at 12:30pm.

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Signed

Date