



Shaftesbury Town Council

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To: Members of Shaftesbury Town Council's Human Resources Committee (HR), Councillors Brown, Hollingshead, Loader, Pritchard, Proctor..

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 9.00am on

Tuesday 04 June 2019 in the Mayor's Parlour, 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 CertHE PSLCC, Town Clerk and RFO
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	ELECTION OF CHAIRMAN AND VICE CHAIRMAN	3
	To elect the Committee Chairman and Vice Chairman for the municipal year 2019/20 ... (5 mins)	
	To consider the positions of Committee Chairman and Vice Chairman.....(3 mins)	
2	APOLOGIES	4
	To receive and consider for acceptance, apologies for absence	(1 min)
3	DECLARATIONS OF INTEREST	4
	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)	
4	MINUTES	4
	To confirm as a correct record, the minutes of the previous meeting of the Human Resources Committee.....(1 min)	
5	CONFIDENTIAL BUSINESS	7

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)

6 STAFFING MATTERS 8

To consider staffing matters and resolve upon the recommendations contained within the confidential report.....(15 mins)

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

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

(End)

Report 0619HR1 to a meeting of the Human Resources Committee
Tuesday 04 June 2019 in the Mayor's Parlour, Shaftesbury Town Hall

1 Election of Chairman and Vice Chairman

- To elect the Committee Chairman and Vice Chairman for the municipal year 2019/20 (5 mins)
To consider the positions of Committee Chairman and Vice Chairman (3 mins)
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1.1 Recommendation

- 1.1.1 That the Committee selects, from within its members, the Chairman and Vice Chairman of the Committee, those members to automatically also hold seats on the General Management Committee

1.2 Summary

- 1.2.1 At the Annual Meeting of the Council it was resolved to defer the election of the Chairman and Vice Chairman of the Committee to the first meeting of that Committee.
- 1.2.2 The Chairman and Vice Chairman must be selected from within the membership of the Committee. It should be noted that as the constitution of the committee is that of the Chairs and Vice Chairs of other standing committees plus one member independent of those roles, and those decisions were deferred, the full membership of the committee is not yet known.
- 1.2.3 The position of Chairman confers no additional authority other than that of a casting vote in the event of a tie, the vice chairman would assume that authority

1.3 Financial Implications

- 1.3.1 There are no financial implications arising from this report

1.4 Legal Implication

- 1.4.1 For the purposes of discharging any functions in pursuance of arrangements made, a local authority may appoint a committee (Local Government Act, 1972 s.102)

1.5 Risk

- 1.5.1 There is a risk to the effectiveness of the work of the committee if responsibilities are not evenly spread among council members.

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

2 Apologies

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

2.1 Background

- 2.1.1 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.

2.2 Apologies received to date

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

3 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)

3.1 Background

- 3.1.1 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)

3.2 Declarations of Interest or dispensations received to date

4 Minutes

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

4.1 Background

- 4.1.1 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.
- 4.1.2 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)

4.2 Minutes to be adopted

STRATEGIC PLAN AREA: POLICIES, PROTOCOLS AND GOVERNANCE



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 Tuesday 14th March 2019 commencing at 10:30am.

Members Present

Councillor Austin
Councillor Loader
Councillor Todd

Councillor Lewer
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.

Signed

Date

5 Confidential Business

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

5.1 Recommendation

- 5.1.1 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.

5.2 Summary

- 5.2.1 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.

5.3 Financial Implications

- 5.3.1 There are no financial implications arising from this report

5.4 Legal Implications

- 5.4.1 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))
5.4.2 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, PROTOCOLS AND GOVERNANCE

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

6 Staffing Matters

To consider staffing matters and resolve upon the recommendations contained within the confidential report (15 mins)

6.1 Confidential report to follow