



Town Clerk: Mrs Claire Commons  
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To: Members of Shaftesbury Town Council’s Human Resources Committee (HR), Councillors for HR; Hollingshead (Chair), Pritchard (Vice-Chair), Brown, Loader and 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 11.00am on  
**Thursday 08 August 2019 in the Council Chamber, Shaftesbury Town Hall**

To Shaftesbury Town Councillors not listed above, you are appointed as substitute members and may be summoned 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. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall not speak for more than three minutes.

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 (1 min)
- 2 DECLARATIONS OF INTEREST ..... 2**  
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)
- 3 MINUTES ..... 2**  
To confirm as a correct record, the minutes of the previous meeting of the Human Resources Committee. (1 min)
- 4 STAFFING MATTERS ..... 5**  
To consider staffing matters and resolve upon the recommendations contained within the confidential report. (This item is likely to be discussed in confidential session) (60 mins)

(End)

**Bibliography**

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.

## **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**

## **2 Declarations of Interest**

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

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### **2.1 Background**

2.1.1 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

2.1.2 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**

## **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)

### **3.2 Minutes to be adopted**

3.2.1 4<sup>th</sup> June 2019, see following pages

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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, 08 August 2019 commencing at 9:00am.

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### Members Present

Councillor Brown  
Councillor Pritchard

Councillor Hollingshead (Chair)  
Councillor Proctor

### Absent:

Councillor Loader

### Officers Present:

Claire Commons CertHE PSLCC, Town Clerk and RFO

### In Attendance:

None

## MINUTES

### Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern. There were no members of the public present.

### H01 Election of Chairman and Vice-Chairman

Officer report 0619HR1 was received and it was **RESOLVED**;

H01a That Councillor Hollingshead serve as Chairman of the Human Resources Committee for the Municipal Year 2019/2020.

H01b That Councillor Pritchard serve as Vice Chairman of the Human Resources Committee for the Municipal year 2019/2020.

### H02 Apologies

There were no apologies received. It was noted that Councillor Loader was absent.

### H03 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose, there were none made.

### H04 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on 14<sup>th</sup> March 2019 and the minutes were duly signed.

### H05 Confidential Business

H05a There were no members of the public or press present requiring exclusion for entering confidential session.

**H06 Staffing Matters**

H06a The Town Clerk provided a verbal report on the staffing situation at the Town Hall. It was **AGREED** to bring a report on succession planning to the next meeting of the committee and consider staff implications arising from discussion on the Strategic Plan following the Council's workshop in July.

There being no further business, the meeting was closed at 9.55am.

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Signed

Date

#### **4 Staffing Matters**

To consider staffing matters and resolve upon the recommendations contained within the confidential report. (This item is likely to be discussed in confidential session) (60 mins)

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##### **4.1 Confidential report to follow**