



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 11:00am.

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### Members Present

Councillor Hollingshead (Chair)  
Councillor Proctor

Councillor Pritchard  
Councillor Loader

### Absent:

Councillor Brown

### 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.

### H07 Apologies

Apologies were received from Councillor Brown due to work commitments.

### H08 Declarations of Interest and Dispensations

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

### H09 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on 4<sup>th</sup> June 2019 and the minutes were duly signed.

### H10 Confidential Business

H10a There were no members of the public or press present requiring exclusion for entering confidential session.

### H11 Staffing Matters

- H11a The Town Clerk provided a verbal report on the staffing situation at the Town Hall. It was **RESOLVED** to transfer a temporary member of staff to a permanent position on the grounds team SCP grades 1 – 5.
- H11b It was **RESOLVED** that the Committee acknowledge that a culture of bullying in the workplace is unacceptable and that, in order to ensure the Council remains within good working practices, staff be instructed to record any and all instances that cause them concern.

There being no further business, the meeting was closed at 12.05pm.

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Signed

Date