



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), 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 3.30pm on
Wednesday 15 January 2020 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	3
	To receive and consider for acceptance, apologies for absence (1 min)	
2	DECLARATIONS OF INTEREST	3
	To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (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	HUMAN RESOURCES OUTSOURCE	6
	To consider resolving an external provider for HR provision. (10 mins)	
5	STAFFING BUDGET	7
	To consider resolving to enter confidential session for the review of individual staffing requirements for the budget. (15 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)

1 Apologies

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

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)

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)

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 See following pages for minutes of 17th August 2019



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.

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 4th 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.

Signed

Date

4 Human Resources Outsource

To consider resolving an external provider for HR provision. (10 mins)

4.1 Summary

4.1.1 The Council has come to the end of its current contract for HR provision The Clerk has sought quotes from 4 companies, 3 of which have provided proposals and these have been provided to members of the HR Committee.

4.1.2 The benefits of obtaining external HR support are;

- Dedicated 24/7 legal support and advice
- Provision of all contracts, correspondence and forms
- Regular legislation updates and monitoring of legal compliance
- Assistance in grievance and disciplinary procedures
- Preparation and representation at enquiries and tribunals
- Provision of indemnity which reduces insurance costs

4.2 Financial Implication

4.2.1 Company A £2,000 per annum on a 3 year contract

Company B £2,030 per annum on a 3 year contract (£1,830 for a 5 year contract) (£7.93 per person optional legal expenses insurance for employment claims)

Company C £2581.20 per annum on a 5 year contract

4.2.2 Costs for this service are included within the Council's professional fees budget.

4.3 Legal Implications

4.3.1 The Council as the corporate body would be the customer and the Town Clerk would be responsible for managing that contract on behalf of the Council. If there was a situation where advice was needed by the Council in relation to the Town Clerk this would be delegated to the Business Manager. If there was a situation where advice was needed by the Council in regards to both the Town Clerk and the Business Manager the Committee would need to pass a resolution to determine a named councillor to contact the external provider. That resolution may not extend to providing executive powers to an individual councillor to act on behalf of the Council, merely to put questions to and bring reports back from the provider to the HR Committee in accordance with its terms of reference.

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

5 Staffing Budget

To consider resolving to enter confidential session for the review of individual staffing requirements for the budget. (15 mins)

5.1 Summary

- 5.1.1 A confidential paper will be tabled for committee members to scrutinise the breakdown of the staffing budget.
- 5.1.2 The HR Committee terms of reference require that the committee shall Consider and make recommendations to Council in respect of terms and conditions of employment, grading, salaries and allowances for employees of the Council.
- 5.1.3 The Internal Auditor confirms;
It is a requirement that the total salary bill is published.

It is a requirement that the salaries budget is properly constructed to the satisfaction of the external auditor and the full council.

5.2 Legal Implication

- 5.2.1 Information relating to any individual, Information which is likely to reveal the identify of an individual and Information relating to the financial or business affairs of any particular person are exempt from public disclosure.(Local Government Act, 1972 sch 12a)

5.3 Risk

- 5.3.1 There is a risk that the ICO would likely regard it as a serious criminal data breach if personal information as referred to in the confidential report was shared with anyone outside the HR Committee and any secondary disclosure by members of the HR Committee would be regarded as a breach of the code of conduct.

5.4 Recommendation

- 5.4.1 That the HR Committee adopts the staffing budget.

(End)

Report Author:

Claire Commons CerTHE PSLCC, Town Clerk and RFO