



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, Chase (Vice-Chair), 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 8.00am on  
**Monday 10 February 2020 in the Mayor’s Parlour, 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

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|----------|--|----------|
| <b>1</b> | <b>APOLOGIES .....</b>   | <b>3</b> |
|          | To receive and consider for acceptance, apologies for absence (1 min)  |          |
| <b>2</b> | <b>DECLARATIONS OF INTEREST .....</b>  | <b>3</b> |
|          | To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min) |          |
| <b>3</b> | <b>MINUTES .....</b>   | <b>3</b> |
|          | To confirm as a correct record, the minutes of the previous meeting of the Human Resources Committee. (1 min)                  |          |
| <b>4</b> | <b>COMPLAINTS PANEL.....</b>   | <b>6</b> |
|          | To appoint members to a complaints panel (10 mins)   |          |
| <b>5</b> | <b>STAFFING MATTERS .....</b>  | <b>7</b> |
|          | To consider resolving to enter confidential session for consideration of staffing matters. (20 mins)                           |          |

(End)

## **Bibliography**

Local Government Act, 1972 sch 12a. *Access to Information*. [Online].

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)

Shaftesbury Town Council, 2019. *Comments Compliments and Complaints*. [Online]

Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/10/2017-04-11-Adopted-Complaints-Protocol-2017.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 See following pages for minutes of 17<sup>th</sup> August 2019



SHAFTESBURY TOWN COUNCIL

## Human Resources Committee

Minutes of the Human Resources Committee held in the Mayors Parlour, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Wednesday, 15 January 2020 commencing at 11:00am, reconvened Friday 31<sup>st</sup> January 2020 at 8:30am.

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### Members Present

Councillor Hollingshead (Chair)  
Councillor Loader

Councillor Brown  
Councillor Chase (for the reconvened part of the meeting)

### Absent:

Councillor Proctor

### Officers Present:

Claire Commons CertHE PSLCC, Town Clerk and RFO

### In Attendance:

Councillors Tippins Welch and Yeo

## 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.

- Discussion was held regarding the rights of a councillor not a member of the committee.

### H07 Apologies

Apologies were received from Councillor Chase due to work commitments and Councillor Proctor due to personal commitments.

### H08 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 item 5 Staffing Budget as the item will discuss individual staff salaries.

### H09 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on 8<sup>th</sup> August 2019 and the minutes were duly signed.

**H10 Human Resources Outsource**

Officer report 0120HR4 was received. It was **RESOLVED** to **RECOMMEND** to Full Council the provision external HR Services for a 5 year contract with Company C as identified in the report.

**H11 Staffing Matters**

H11a Officer report 0120HR5 was received and it was **RESOLVED** to exclude the public from item 5 Staffing Budget as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. This resolution being passed in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2).

There being two members not appointed to the committee refusing to leave, the meeting was adjourned at 3:57pm, the reconvened date and time to be decided.

Meeting reconvened at 8:30am, Friday 31<sup>st</sup> January 2020. Members present, Cllrs Hollingshead, Brown, Chase and Loader.

H11b The committee considered the individual staffing budget requirements and salary levels as set out in a confidential paper and it was **RESOLVED** to approve the Staffing budget as provided.

There being no further business, the meeting was closed at 9am.

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Signed

Date

## **4 Complaints Panel**

To appoint members to a complaints panel

(10 mins)

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### **4.1 Summary**

- 4.1.1 The Council's Complaints Procedure provides that a person may, if unhappy with the response to a formal complaint, submit a request that the Town Council's Complaints Panel is convened and consider the complaint. (Shaftesbury Town Council, 2019)
- 4.1.2 A request has been received under this procedure and as such the Council must convene a panel to sit on or before 20<sup>th</sup> February 2020.
- 4.1.3 The Complaints Panel is appointed by the Human Resources Committee of the Town Council. Staff or members previously involved in the original decision will not participate in the determination of an appeal.
- 4.1.4 The complainant will be notified of the date of the meeting and asked for their comments, evidence and documentation in writing prior to the meeting. They or their representative will be able to address the Panel however must leave the room whilst the Panel considers the complaint and its decision and response. The Panel must establish at its meeting whether there is a factual basis to the complaint and, if so, what action should be taken.
- 4.1.5 Once a decision has been made the complainant will be advised of the recommendations of the Panel in writing within 7 days.
- 4.1.6 The Council may defer dealing with any complaint if it is of the opinion that issue arise on which further advice is necessary. The complainant will be advised in writing of this delay.
- 4.1.7 No appeal will be considered in relation to the operation of this procedure and there is no further appeal about the complaint once dealt with by the complaints panel to any other panel, sub committee, or committee or to the Town Council. Any rights or protection under statute are not affected by this.

### **4.2 Financial Implication**

- 4.2.1 There are no financial implications arising from this report. If the panel requires additional professional support in its handling of the appeal, expenditure may be taken from the Legal and Professional budget within the Clerk's delegated authority to spend (£2,500).

### **4.3 Legal Implications**

- 4.3.1 The Council has the General Power of Competence.

(End)

Report Author:

Claire Commons CertHE PSLCC, Town Clerk and RFO

## **5 Staffing Matters**

To consider resolving to enter confidential session for consideration of staffing matters. (20 mins)

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### **5.1 Summary**

5.1.1 A confidential paper will be tabled for committee members to consider on 2 staffing matters.

### **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 Will be contained within the confidential report.

(End)

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