



Shaftesbury Town Council

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To: Members of Shaftesbury Town Council’s Human Resources Committee (HR), Councillors for HR; Hollingshead (Chair), Chase (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 10.00am on **Monday 21 September 2020** [online at Zoom.us](https://www.zoom.us/j/86564406283). Meeting ID: 865 6440 6283

All other recipients for information only

Claire Commons CerTHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)
16th September 2020

Public Participation

Due to the current government coronavirus response, the Town Council will be meeting online. Members of the public are encouraged to submit their questions or comments under ‘Public Participation’ in advance of the meeting to the Chairman and these will be made available to all Councillors. Members of the public may also link in to observe the meeting using the details above. ([Local Government Act, 1972 s.100](#))

Online Meeting Arrangements

The Chairman will host the meeting, attendees will be muted and councillors invited to speak in turn at each agenda item in line with Standing Orders Rules of Debate, Councillors may raise their hand to indicate that they wish to speak at other times. Voting will be taken in turn as directed by the Chairman and should be by the response ‘In Favour’, ‘Against’, or ‘Abstain’. The decision and summary of votes will be read back before moving to the next item. ([The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations, 2020](#))

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

([Committee on Standards in Public Life, 1995](#))

Agenda

- | | | |
|----------|---|----------|
| 1 | APOLOGIES | 4 |
| | To receive and consider for acceptance, apologies for absence | (1 min) |
| | <i>(Local Government Act, 1972 s.85)</i> | |
| 2 | DECLARATIONS OF INTEREST | 4 |
| | To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. | (1 min) |
| | <i>(Shaftesbury Town Council Code of Conduct, 2019)</i> | |
| 3 | MINUTES | 5 |
| | To confirm the minutes of the previous meeting of the Human Resources Committee and to consider resolving entering confidential session for the remainder of business on the agenda | (5 min) |
| | <i>(Local Government Act, 1972 Sch 12)</i> | |
| 4 | CONTINUING PROFESSIONAL DEVELOPMENT | 6 |
| | To consider report in relation to staff CPD | (10 min) |
| | <i>(Local Government Act, 1972 s.111)</i> | |

5 BUDGET7

To consider Personnel budget requirements for recommendation to Council(40 min)

(Public Bodies [Admission to meetings] Act, 1960) and (Local Government Act, 1972 s.112)

6 STAFFING MATTERS8

To consider report of staffing matters(10 min)

(Public Bodies [Admission to meetings] Act, 1960) and (Local Government Act, 1972 s.112)

(End)

Anticipated meeting end time 11am

References

- Committee on Standards in Public Life, 1995. *The seven principles of public life*. [Online]
Available at: <https://www.gov.uk/government/publications/the-7-principles-of-public-life>
- Local Government Act, 1972 s.100. *Admission of public and press to local authority committee meetings*. [Online].
- Local Government Act, 1972 s.112. *Appointment of Staff*. [Online].
- Local Government Act, 1972 s.85. *Vacation of office by failure to attend meetings*. [Online].
- Local Government Act, 1972 Sch 12a. *Access to Information: Exempt Information*. [Online]
Available at: <https://www.legislation.gov.uk/ukpga/1972/70/schedule/12A>
- Local Government Act, 1972 Sch 12. *Meetings and Proceedings of Local Authorities*. [Online].
- Public Bodies [Admission to meetings] Act, 1960. [Online]
Available at: <https://www.legislation.gov.uk/ukpga/Eliz2/8-9/67/section/1>
- Shaftesbury Town Council Code of Conduct, 2019. *Code of Conduct*. [Online]
Available at: https://www.shaftesbury-tc.gov.uk/images/STC_Code_of_Conduct_2012.pdf
- Shaftesbury Town Council HR Terms of Reference, 2019. *HR Terms of Reference*. [Online]
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/01/2019-07-23-HR-Adopted-Terms-of-Reference.pdf>
- Shaftesbury Town Council Scheme of Delegation, 2019. *Scheme of Delegation*. [Online]
Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2019/03/Scheme-of-Delegation-Adopted-26th-February-2019.pdf>
- Tharmarajah, M., 2013. *Local Council's Explained*. 1st ed. London: NALC.
- The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations, 2020 . [Online].

1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

(Local Government Act, 1972 s.85)

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.

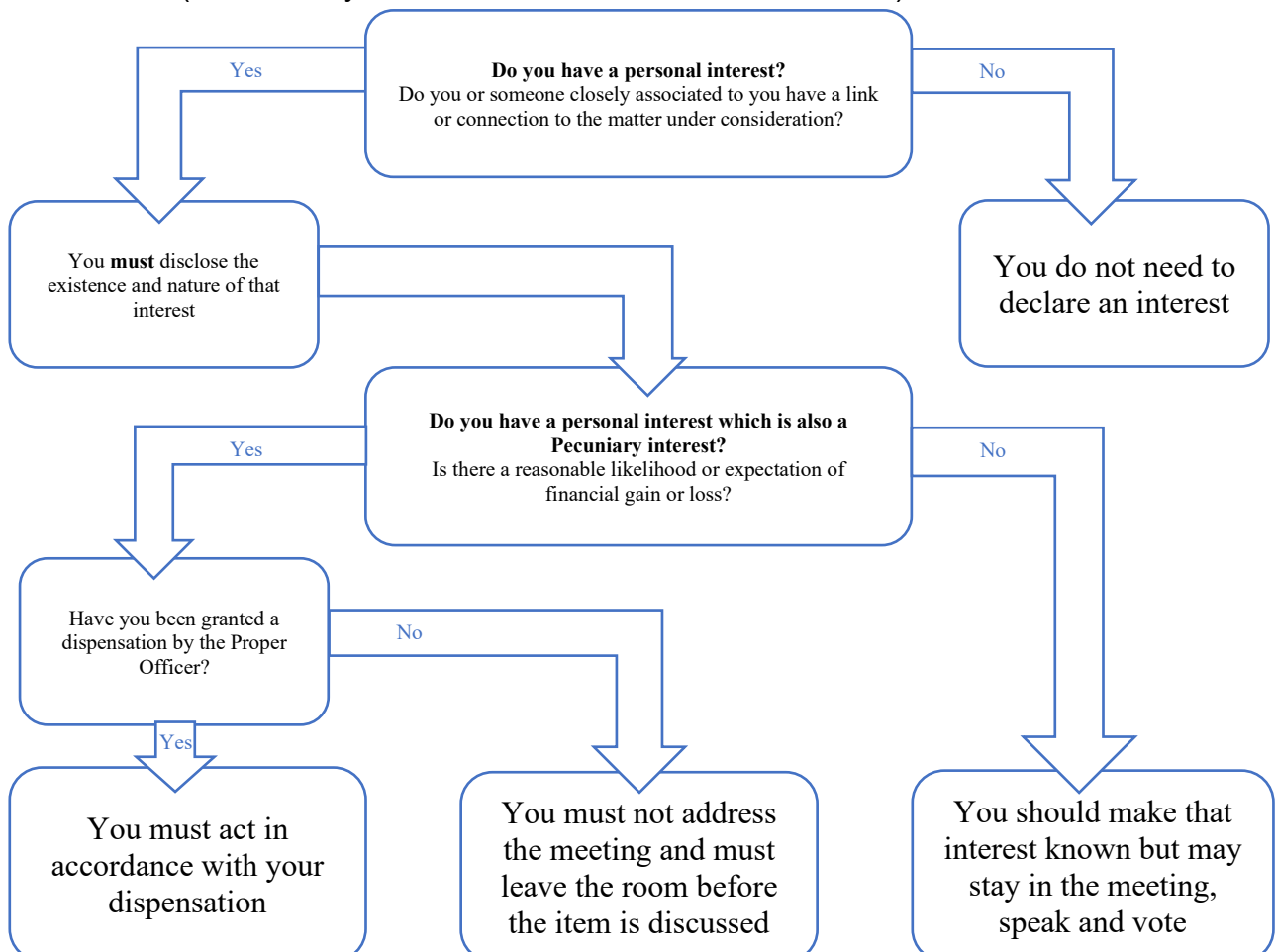
2 Declarations of Interest

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

(Shaftesbury Town Council Code of Conduct, 2019)

2.1 Background

- 2.1.1 Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2019. 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 Code of Conduct, 2019)



3 Minutes

To confirm the minutes of the previous meeting of the Human Resources Committee and to consider resolving entering confidential session for the remainder of business on the agenda
(5 min)

[\(Local Government Act, 1972 Sch 12\)](#)

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 Minutes to be adopted are provided through the hyperlinks against each of the dates below. Members should read them in advance of the meeting and satisfy themselves that they are a true record of the decisions taken.
- 3.2.2 [11th August 2020](#)

4 Continuing Professional Development

To consider report in relation to staff CPD

(10 min)

[\(Local Government Act, 1972 s.111\)](#)

4.1 Summary

- 4.1.1 *“The success of local councils depends increasingly on administration by well-educated as well as dedicated clerks. A National Training Strategy has been developed that is managed by an improvement and development board. The board consists of representatives from NALC, SLCC, county associations of NALC, branches of SLCC, MHCLG and the Local Government Association (LGA). The Strategy includes the Certificate of Local Council Administration. This is gained by clerks who complete a portfolio of evidence showing their competence. Details of all courses relating to continuing professional development can be viewed on NALC;s and SLCC’s websites. In addition, De Montfort University (Leicester) provides advanced courses in community governance.”* (Clayden, 2018, p. 78)
- 4.1.2 A confidential paper will be submitted to committee members to consider professional development of individual staff members.

4.2 Scheme of Delegation

- 4.2.1 At 2.4.2 the Town Clerk has delegated authority to manage the Council staff in accordance with the Council’s policies, procedures and budget. (Shaftesbury Town Council Scheme of Delegation, 2019)
- 4.2.2 Various matters in relation to staffing (Shaftesbury Town Council HR Terms of Reference, 2019)

4.3 Legal Implications

- 4.3.1 Information relating to any individual, information which is likely to reveal the identity 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)

4.4 Risk

- 4.4.1 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.

4.5 Recommendation

- | |
|--|
| 4.5.1 Contained within the confidential report |
|--|

4.6 Reason for Recommendation

- 4.6.1 Contained within the confidential report

(End)

Report Author:

Claire CommonsTown Clerk & RFO

5 Budget

To consider Personnel budget requirements for recommendation to Council (40 min)

[\(Public Bodies \[Admission to meetings\] Act, 1960\)](#) and [\(Local Government Act, 1972 s.112\)](#)

5.1 Summary

5.1.1 A confidential paper will be submitted to committee members to consider the detail making up the Personnel budget.

5.2 Scheme of Delegation

5.2.1 At 2.4.2 the Town Clerk has delegated authority to manage the Council staff in accordance with the Council's policies, procedures and budget. (Shaftesbury Town Council Scheme of Delegation, 2019)

5.2.2 Various matters in relation to staffing (Shaftesbury Town Council HR Terms of Reference, 2019)

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5.4.1 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.

5.5 Recommendation

5.5.1 Contained within the confidential report
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5.6 Reason for Recommendation

5.6.1 Contained within the confidential report

(End)

Report Author:

Claire Commons

Town Clerk & RFO

6 Staffing Matters

To consider report of staffing matters

(10 min)

[\(Public Bodies \[Admission to meetings\] Act, 1960\)](#) and [\(Local Government Act, 1972 s.112\)](#)

6.1 Summary

6.1.1 A confidential paper will be submitted to committee members to consider staffing matters.

6.2 Scheme of Delegation

6.2.1 At 2.4.2 the Town Clerk has delegated authority to manage the Council staff in accordance with the Council's policies, procedures and budget. (Shaftesbury Town Council Scheme of Delegation, 2019)

6.2.2 Various matters in relation to staffing (Shaftesbury Town Council HR Terms of Reference, 2019)

6.3 Legal Implications

6.3.1 Information relating to any individual, information which is likely to reveal the identity 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)

6.4 Risk

6.4.1 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.

6.5 Recommendation

6.5.1 Contained within the confidential report
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6.6 Reason for Recommendation

6.6.1 Contained within the confidential report

(End)

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Claire Commons

Town Clerk & RFO