



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 Monday, 21 September 2020 commencing at 9:00am.

---

### Members Present

Councillor Chase (Chair)  
Councillor Loader

Councillor Cook  
Councillor Proctor

### Absent:

Councillor Brown

### Officers Present:

Claire Commons CertHE PSLCC, Town Clerk and RFO

### In Attendance:

Councillors Hollingshead and Tippins

## MINUTES

### Public Participation

There were no members of the public present

### H26 Apologies

There were no apologies received.

### H27 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 all items as a member of staff.

### H28 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on 11<sup>th</sup> August 2020 for signature.

**H29 Confidential Session**

H29a It was **RESOLVED** that, in accordance with Section 2 of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded during the discussion of staffing matters on the grounds that they involve the likely disclosure of confidential information (as defined in the respective paragraph of Part 1 of Schedule 12a of Section 100a(4) of the Local Government Act 1972) and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**H30 Continuing Professional Development**

H30a Confidential report 0920HR4 was received and it was **RESOLVED**; to authorise CiLCA training for the Committee Administrator from the current year budget and commit to the registration fee in 2021-22/;

H30b to authorise the Town Clerk to undertake the Community Governance Honours Degree starting February 2021 with a 2 year pro rata clawback agreement;

H30c that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution.

**H31 Budget**

H31a Confidential report 0920HR5 was received and it was **RESOLVED** to recommend the budget pending a benchmarking review and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution.

**H32 Staffing Matters**

H32a Confidential report 09206 was received and it was **RESOLVED** to adopt the new salary scales, back dated to 1<sup>st</sup> April 2020 in line with staff contracts and that the Town Clerk be authorised to take all such steps as she considers necessary to comply with the Committee resolution.

There being no further business, the meeting was closed at 10:51am

---

Signed

Date