



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, 23 November 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

H01 Apologies

Apologies were received and accepted from Cllr Brown due to work commitments.

H02 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.

H03 Minutes

The minutes of the meeting of 21st September 2020 were deferred to the next meeting for adoption.

H04 Policies Review

H04a Officer report 1120HR4 was received and it was—
AGREED to refer the Staff Handbook to the next meeting of the Committee, and

H04b delete the Absence Policy and Code of Conduct for Employees on adoption of the Staff Handbook, and

H04c **RESOLVED** to **RECOMMEND** to Full Council for adoption the Bullying and Harassment Policy including minor adjustments as discussed during the meeting.

H05 **Staffing Review**

Officer report 1120HR5 was received and it was **AGREED** to commit to engage an independent consultant and delegate to the Town Clerk to obtain 3 quotes to be brought back to the Human Resources Committee for selection.

H06 **Committee Terms of Reference**

Officer report 1120HR6 was received and it was **RESOLVED** to **RECOMMEND** to Full Council to adopt the Terms of Reference as shown at 6.8 of the report.

H07 **Confidential Session**

Officer report 1120HR7 was received and it was **RESOLVED** that under legislation (Public Bodies (Admission to Meetings Act, 1960 s1), the public and press be excluded from the remaining agenda items by reason of the likely disclosure of exempt information relating to any individual

H08 **Staffing Budget**

H08a Confidential report 1120HR8 was received and it was **RESOLVED** to **RECOMMEND** the staffing budget as outlined in the confidential report to Full Council subject to any adjustments being required as an outcome of the staffing review.

H09 **Confidential Business**

H09a Confidential report 1120HR9 was received and it was **RESOLVED** to apply

H10 **Staffing Matters**

H10a Confidential report 09206 was received and it was—

RESOLVED to apply a single scale point increment from 1st November 2020 to members of staff that qualify, and

AGREED to defer any decisions about staff positions until the conclusion of the staffing review.

There being no further business, the meeting was closed at 11:45am

Signed

Date