



**Shaftesbury Town Council**  
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VAT Reg No 241 1307 58

To members of Shaftesbury Town Council's Human Resources Committee (HR), Councillors for HR; Chase (Chair), Brown (Vice-Chair), Cook, Loader, 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 12.00pm on **Friday 04 December 2020** [online with Teams.](#)

All other recipients for information only

Claire Commons CertHE PSLCC, Town Clerk and Responsible Finance Officer (RFO)  
30<sup>th</sup> November 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](#))

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## 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. ([The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations, 2020](#) )

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### The 7 principles of public life

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

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

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### Agenda

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| <b>1 APOLOGIES</b>   | <b>4</b> |
| To receive and consider for acceptance, apologies for absence<br>( <a href="#">Local Government Act, 1972 s.85</a> )   | (1 min)  |
| <b>2 DECLARATIONS OF INTEREST</b>  | <b>4</b> |
| To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.<br>( <a href="#">Shaftesbury Town Council Code of Conduct, 2019</a> ) | (1 min)  |
| <b>3 MINUTES</b>   | <b>6</b> |
| To confirm the minutes of the previous meeting of the Human Resources Committee.<br>( <a href="#">Local Government Act, 1972 Sch 12</a> )  | (3 min)  |
| <b>4 STAFFING REVIEW</b>   | <b>7</b> |
| To consider commissioning an independent staffing review of the Town Council<br>( <a href="#">Local Government Act, 1972 s.111</a> )   | (10 min) |

(End)

Anticipated meeting end time 12:20pm

## **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.111. *Subsidiary powers of local authorities*. [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](https://www.shaftesbury-tc.gov.uk/images/STC%20Code%20of%20Conduct%202012.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, 2020. *Scheme of Delegation*. [Online]

Available at: <https://www.shaftesbury-tc.gov.uk/wp-content/uploads/2020/11/Scheme-of-Delegation-2020-11-03.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)

[\(Local Government Act, 1972 s.85\)](#)

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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.

## **2 Declarations of Interest**

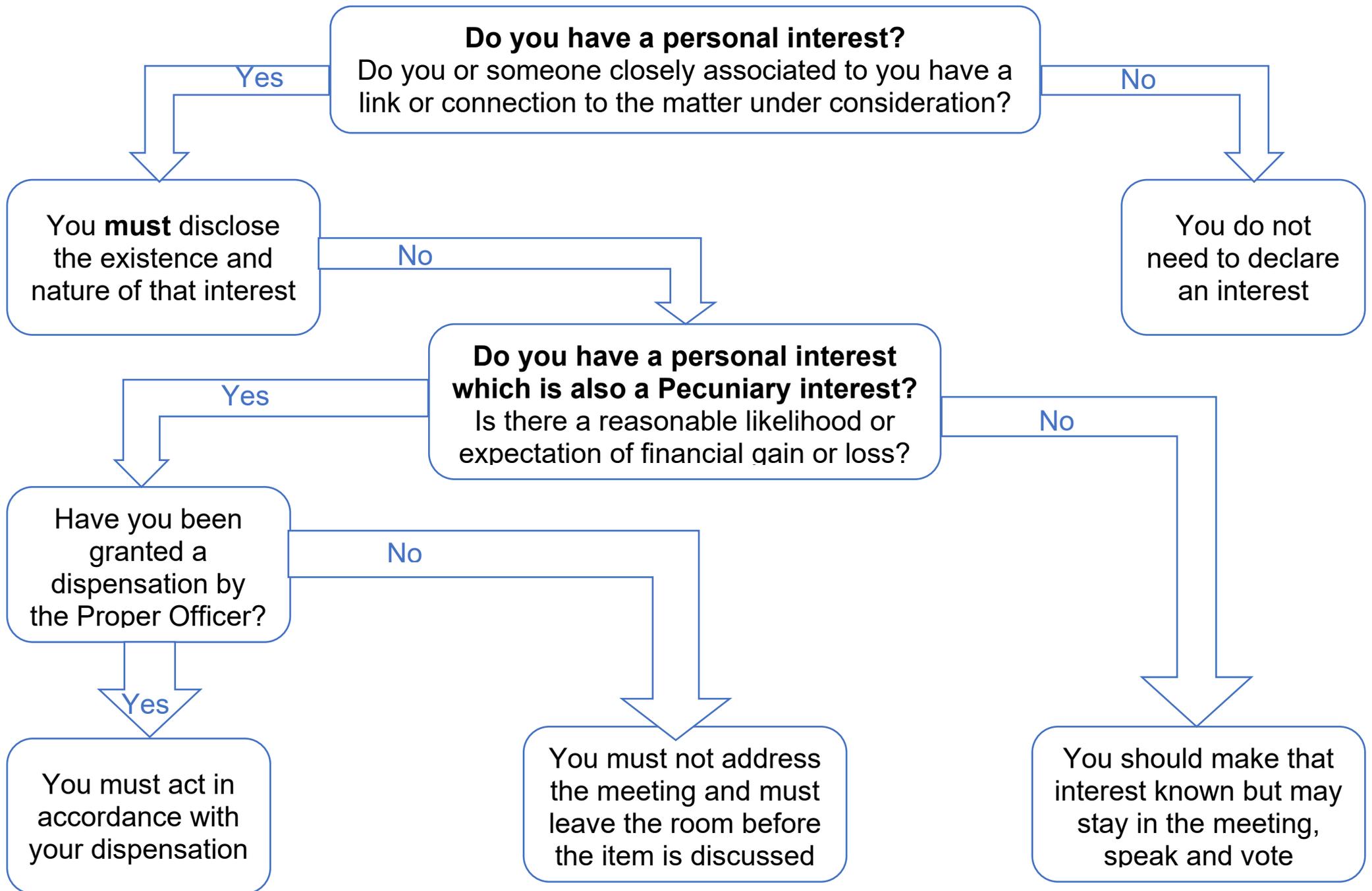
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (1 min)

[\(Shaftesbury Town Council Code of Conduct, 2019\)](#)

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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 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. (3 min)

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

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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 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 [21<sup>st</sup> September 2020](#)
- 3.2.3 [23<sup>rd</sup> November 2020](#)

## **4 Staffing Review**

To consider commissioning an independent staffing review of the Town Council (10 min)  
([Local Government Act, 1972 s.111](#))

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### **4.1 Summary**

- 4.1.1 The Council has an ambitious strategic plan and it's routine business has also grown over the past few years. The Committee is asked to consider an independent review of staffing, roles, responsibilities and salaries in reflection of this.
- 4.1.2 To ensure an independent and unbiased assessment is provided, it is recommended that an external provider is commissioned to carry out this work.

### **4.2 Scheme of Delegation**

- 4.2.1 The Human Resources Committee is delegated to review the town council staffing structure and requirements. (Shaftesbury Town Council HR Terms of Reference, 2019)

### **4.3 Financial Implications**

- 4.3.1 Provider A, 8 - 9 consultancy days @ £300 per day. Total £2,700
- 4.3.2 Provider B, 6 consultancy days @ £325 + ½ associate manager day at £300. Total £2,100
- 4.3.3 Provider C, 4 ½ consultancy days @ £960. Total £4,320
- 4.3.4 Budget Line: Legal and Professional Fees.

**4.4 Legal Implications**

- 4.4.1 The Council has the power to do anything which is calculated to facilitate or is conducive to the discharge of any of its functions. (Local Government Act, 1972 s.111)

**4.5 Recommendation**

- 4.5.1 That the Committee engages an independent consultant to advise on the Council's staffing requirements and that the Town Clerk is authorised to take all such steps as she considers necessary to comply with this resolution.

**4.6 Reason for Recommendation**

- 4.6.1 To ensure that the Council is adequately resourced.

(End)

Report Author:

Claire Commons, Town Clerk & RFO