



Shaftesbury Town Council
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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 2.00pm on **Thursday 04 March 2021** [online with Zoom](#). Meeting ID 820 7823 9483

All other recipients for information only

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk and RFO
26th February 2021

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. ([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
(Local Government Act, 1972 s.85) | (1 min) |
| 2 DECLARATIONS OF INTEREST | 4 |
| To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.
(Shaftesbury Town Council Code of Conduct, 2019) | (1 min) |
| 3 MINUTES | 6 |
| To confirm the minutes of the previous meeting of the Human Resources Committee.
(Local Government Act, 1972 Sch 12) | (3 min) |
| 4 HUMAN RESOURCES DOCUMENT | 7 |
| To consider delegating to the Clerk the issue of Human Resources documents.
(Local Government Act, 1972 s.111) | (5 min) |
| 5 STAFFING MATTERS | 9 |
| To consider the Staffing Review and associated staffing matters.
(Local Government Act, 1972 s.111) | (30 min) |

(End)

Anticipated meeting end time 12:20pm

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.

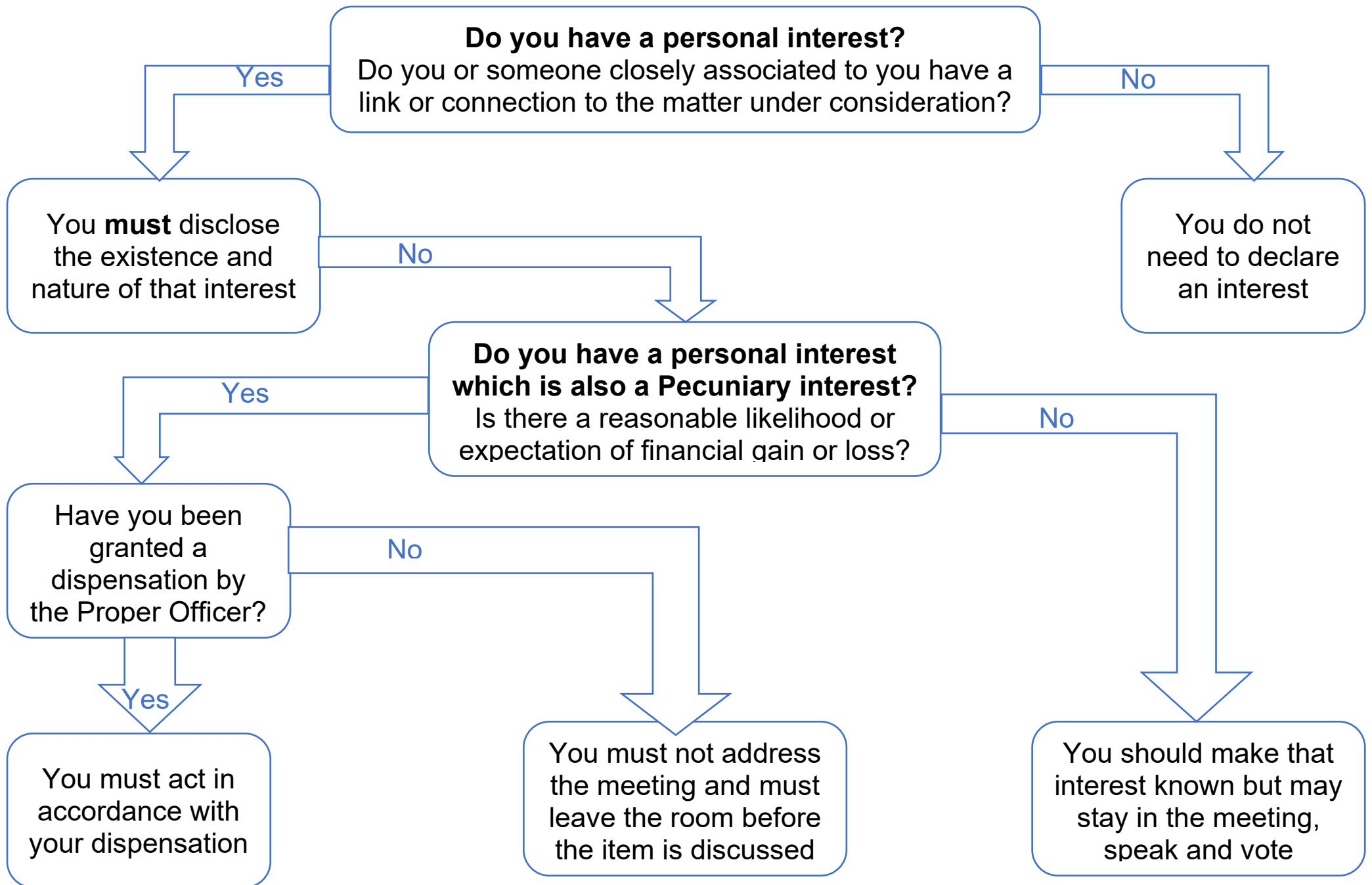
2 Declarations of Interest

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. (3 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 [4th December 2020](#)

4 Human Resources Document

To consider arrangements for the issue of Human Resources documents.

(5 min)

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

4.1 Summary

- 4.1.1 Peninsula has been appointed as the Council's HR Provider, giving specialist advice and legal cover including insurance for Human Resources related matters.
- 4.1.2 Documents such as the staff handbook, employee details forms, working time directive opt out forms, training agreements etc are provided by Peninsula to present best practice documents and updates these as legislation changes. The Committee is recommended to delegate to the clerk the issue of documents provided by Peninsula without further committee approval.
- 4.1.3 Committee members may request a full list of the documents or sight of any of the templates.

4.2 Scheme of Delegation

- 4.2.1 The Town Clerk is delegated to manage the Council staff in accordance with the Council's policies, procedures and budget.

4.3 Financial Implications

- 4.3.1 None arising from this report.

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 delegates to the Town Clerk the issue of any Human Resources documentation provided by its external Human Resources Provider.

4.6 Reason for Recommendation

4.6.1 To ensure that the Council's responsibilities for and in relation to its staff are appropriately met.

(End)

Report Author:

Claire Commons, Town Clerk & RFO

5 Staffing Matters

To consider the Staffing Review and associated staffing matters.

(30 min)

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

5.1 Summary

- 5.1.1 The Council commissioned a staffing review and initial outcomes from that review may present an impact on the budget for the coming year. This is provided as a confidential paper as it contains personal data which is exempt under legislation.
- 5.1.2 Any discussion that is likely to disclose exempt information, in this instance the likely disclosure of personal information relating to members of staff, shall require the Committee to consider resolve to enter confidential session so as not to breach data protection and GDPR legislation.

5.2 Scheme of Delegation

- 5.2.1 The Human Resources Committee is delegated to have the final decision on staff structures and consideration of staffing reviews.

5.3 Financial Implications

- 5.3.1 None arising directly from this report. The Committee is authorised to spend up to £5,000 within the scope of its terms of reference. Any further financial implication is to be referred to Full Council.

5.4 Legal Implications

5.4.1 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)

5.5 Recommendation

5.5.1 That the Committee considers whether it needs to enter confidential session for discussion of personal information.

5.5.2 That the Committee considers any actions arising from the Staffing Review, making resolution or recommendation as required under the Council's scheme of delegation.

5.6 Reason for Recommendation

5.6.1 To ensure that the Council is adequately resourced and can meet the associated financial implications.

(End)

Report Author:

Claire Commons, Town Clerk & RFO