



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 invited to attend a meeting of the Human Resources Committee with a Scheme of Delegation in place, which will be held at 10.00am on **Friday 14 May 2021** [online with Zoom](#).

Meeting ID 841 4707 0370

All other recipients for information only

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk and RFO

10th May 2021

The legislation introduced by the government, to allow for online meetings during the pandemic, ceased on 6th May 2021 and the facility to meet and make decisions using virtual meeting arrangements is no longer lawful. A Scheme of Delegation to the proper officer of the town council was therefore approved on 20th April 2021. ([Local government Act, 1972 s.101](#)), and – for full openness, transparency and democracy – Councillors will hold discussions in an online meeting to enable the Proper Officer to make informed decisions.

Public Participation

Members of the public are invited to join the meeting using the link above and may remain for any part of the meeting that is not held in confidential session.

The 7 principles of public life

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

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

Agenda

1 Apologies

To note any apologies provided (1 min)

To be **reported** to the next formally convened meeting of the Committee

2 Declarations of Interest

To declare any interests relating to the business of the meeting (1 min)

To be **reported** to the next formally convened meeting of the Committee

3 Minutes

To note the minutes of the previous meeting of the Human Resources Committee. (1 min)

To be **adopted** at the next formally convened meeting of the Committee

[4th March 2021](#)

4 Human Resources Terms of Reference

To consider the Terms of Reference for adoption by Full Council.

(5 min)

To be **adopted** at the next formally convened meeting of the Council

Scheme of Delegation including Terms of Reference

5 Staffing Matters

To consider various staffing matters.

(90 min)

To be **Noted** by, **Recommended** to or **Ratified** by future formally convened meetings of the Council or Committee depending on the discussions held.

This section of the discussion by committee members relates to individual information protected under the data protection act, therefore is confidential and all persons present who are not a member of the committee will be asked to leave. A summary of any decisions that are taken under the scheme of delegation as informed by these discussions will be presented for information at a future formally convened meeting. Any decisions that the members wish to make which cannot be made under the scheme of delegation will be recommended to the next appropriate formally convened meeting for decision.