



## SHAFTESBURY TOWN COUNCIL

## Human Resources Committee

**Informal Meeting to discuss decisions to be made under the Scheme of Delegation**

Extract from Full Council minutes on 20/4/2021: That all powers related to the carrying out of council business be temporarily delegated to the town clerk until such time as the UK government roadmap reaches step 4 or the law changes to enable formal council meetings to convene online. That unofficial online meetings shall continue in line with the council's schedule and under the council's standing orders and that all decisions that would otherwise be made by the corporate body shall be brought to these meetings and that the officers shall act in line with the expressed wish of the corporate body.

Even within the scheme of delegation, not all decisions may be taken by officers. Action points within these minutes are marked to show whether they will be carried out under delegation (D) or referred (R) to a formally convened meeting for either ratification (agreeing the decision after it has been taken) or resolution (waiting on action until the decision has formally been made).

Minutes of the Informal meeting of the Human Resources Committee held via Zoom on Friday 14<sup>th</sup> May 2021 commencing at 10am.

[Link to Agenda for this meeting here.](#)

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**Members Present**

Councillor Chase (Chair)  
Councillor Cook

Councillor Brown  
Councillor Loader

**Absent:**

Councillors Proctor

**Officers Present:**

Claire Commons FdA (Com Gov) FSLCC, Town Clerk and RFO

**MINUTES****Public Participation**

There were no members of the public present

**SODH1 Apologies**

Apologies were received and accepted from Cllr Proctor due to personal commitments.

**SODH2      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 the staffing review as it had a direct impact on how she conducts her role.

**SODH3      Minutes**

(R) The minutes of the meeting of 4<sup>th</sup> March 2021 were noted.

**SODH4      Terms of Reference**

Officer report 0521HR4 was received and the Terms of Reference were recommended to Full Council with the amendment to recommendations to the Governance Committee being General Management Committee.

**SODH5      Confidential Business**

(D) 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 public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**SODH6      Staffing Matters**

Confidential supporting papers were received and the following was **AGREED**;

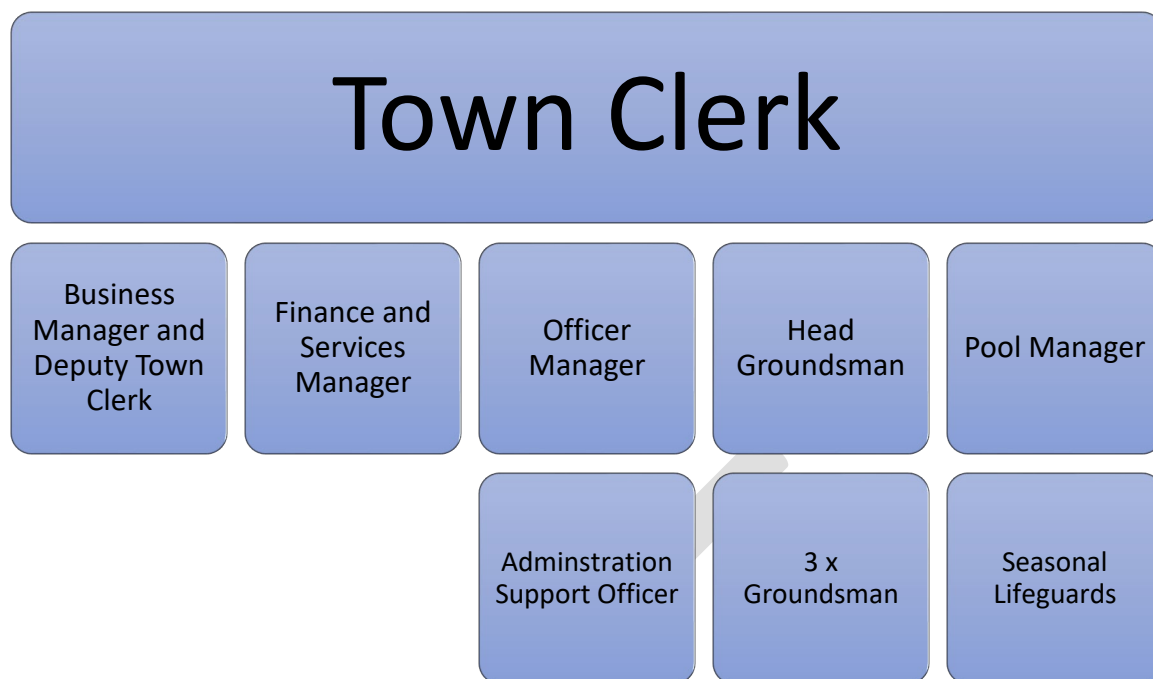
**SODH7      Staffing Review**

(D) Update all job descriptions and person specifications using a uniform template. (Suggest using appendix A). This may be a long term project for the Clerk. Recommend targeting having all updated by next financial year although some will need to be done immediately.

(D) Restructure grounds team to 1 head grounds and 3 regular grounds. Senior groundsman. Advertise internally first.

(D) All groundstaff roles to be within the same LC brackets, delegating to the Clerk to action following appraisals as appropriate.

(D) Adopt staff structure;



(D) Appoint current office administrator as the new Office Manager on return from maternity leave subject to review.

(D) Appoint part time Admin Support Officer at 20 hrs/week to cover basic office work such as correspondence and answering calls. Appointment to be following maternity leave.

(D) Amend Business Manager title to Business Manager and Deputy Town Clerk

(D) Adopt salaries as per section 11

(D) Integrate Pool Manager role to regular staff meetings.

(R) Recommend to ROSE committee to look into ways to update/improve current grounds depot.

(R) Recommend to ROSE committee to define maintenance and upkeep standards required for all council outdoor properties, recommendation to come from new Head Groundsman

(D) IT training for all staff and review after six months.

(R) Recommend to GEM to adopt 5 year audit plan

(D) Delegate to Town Clerk along with Chair of HR to re-look at appraisal process and bring proposals to HR committee.

#### **SODH8 Maternity Leave and Cover**

(D) To advertise and recruit maternity cover to allow one week handover, cover to start 9 August 2021.

**SODH9 Lifeguards**

(D) To increase pay levels as outlined in the supporting papers.

(D) To rename Head Senior Lifeguard Head Lifeguard

**SODH10 Grievance**

The Committee were updated on grievance matters

**SODH11 Mediation**

The Committee were updated on upcoming mediation matters

**SODH12 Bullying and Harassment**

The Committee were updated on matters relating to Bullying and Harassment

There being no further business, the meeting was closed.

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Signed

Date

These minutes were adopted on [ ] under minute reference [ ] as a true record of the decisions taken and are duly signed below by the chair of that meeting.