



# Shaftesbury Town Council

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VAT Reg No 241 1307 58

To: Members of Shaftesbury Town Council's Human Resources Committee (HR). HR Councillors; Chase (Chair), Cook (Vice Chair), Hollingshead, Loader Welch.

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 7 pm on Thursday, 07 October 2021 **in the Council Chamber, Shaftesbury Town Hall.**

Members are reminded of their duty under the Code of Conduct

All other recipients for information only

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk and RFO  
01 October 2021

## Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall not speak for more than three minutes. The meeting will also be hosted online. **Public, press and non-committee members, join on your computer or mobile app** [Click here to join the meeting](#)

## The 7 principles of public life

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

*(Committee on Standards in Public Life, 1995)*

## Agenda

- 1 APOLOGIES .....3**  
To receive and consider for acceptance, apologies for absence .....(1 min)  
*(Local Government Act, 1972 s.85)*
- 2 DECLARATIONS OF INTEREST .....3**  
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)*
- 3 MINUTES .....4**  
To receive the minutes of the previous meeting of the Human Resources Committee. ....(1 min)  
*(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)*
- 4 OFFICER REPORT TO THE COMMITTEE .....5**  
To receive reports pertaining to the Human Resources Committee .....(5 min)  
*(Local Government Act, 1972 Sch 12)*

<b>5</b>	<b>STAFFING REVIEW .....</b>	<b>6</b>
	To recommend the public issue of the Staffing Review ..... (10 mins) <i>(Local Government Act, 1972 s.111)</i>	
<b>6</b>	<b>EMAIL .....</b>	<b>7</b>
	To consider a revised email operation for officers ..... (15 mins) <i>(Local Government Act, 1972 s.111)</i>	
<b>7</b>	<b>COMMITTEE BUDGET PHASE 1.....</b>	<b>7</b>
	To consider the budget requirements for the Committee for the financial year 2022 - 2023 (10 mins) <i>(Local Government Act, 1972 s.151)</i>	
<b>8</b>	<b>COMMITTEE BUDGET PHASE 1 - CONFIDENTIAL.....</b>	<b>9</b>
	To consider entering confidential session to examine exempt information to inform the budget ..... (20 mins) <i>(Local Government Act, 1972 s.151)</i>	
<b>9</b>	<b>HEAD GROUNDSMAN VACANCY .....</b>	<b>11</b>
	To consider internal applicants for the position of Head Groundsman ..... (10 mins) <i>(Local Government Act, 1972 s.111)</i>	
<b>10</b>	<b>APPRAISAL.....</b>	<b>12</b>
	To consider the appraisal panel for the Town Clerk for 2021 ..... (5 mins) <i>(Local Government Act, 1972 s.111)</i>	
<b>11</b>	<b>OTHER STAFFING MATTERS.....</b>	<b>13</b>
	To consider any other confidential staffing matters ..... (5 mins) <i>(Local Government Act, 1972 s.111)</i>	

Anticipated meeting end time 9:00pm

## 1 Apologies

Report 1021HR1

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

Report 1021HR2

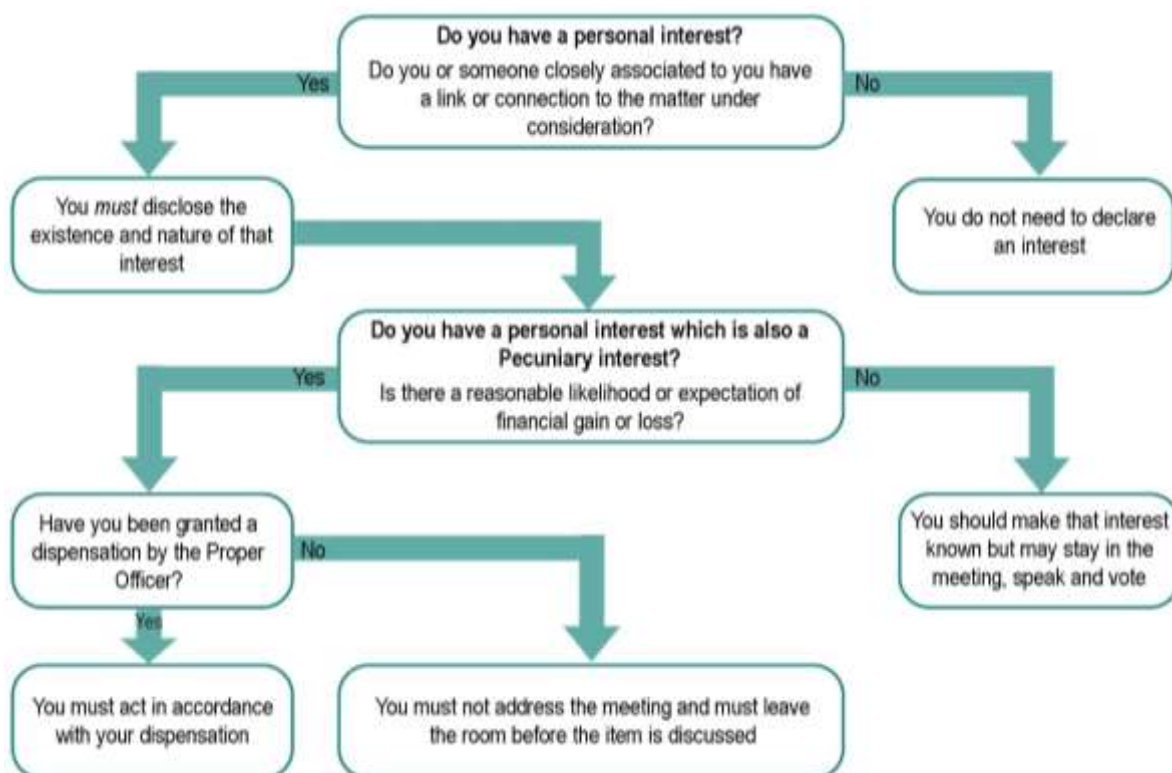
To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.

(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**

Report 1021HR3

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

*(Local Government Act, 1972 Sch 12) (Shaftesbury Town Council Scheme of Delegation, 2021)*

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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 inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).
- 3.1.3      Minutes to be adopted: 4 March 2021 and [14 May 2021](#)

(End)

**4      Officer Report to the Committee**

Report 1021HR4

To receive reports pertaining to the Human Resources Committee

(5 min)

*(Local Government Act, 1972 Sch 12)*

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**4.1      Summary**

- 4.1.1      Reports provided within this item are to be received, they provide updates on decisions already taken by the Committee and actions taken under the Scheme of Delegation (where not previously reported).
- 4.1.2      Formal condolence from the Human Resources Committee in memory of Richard Hare
- 4.1.3      Formal congratulations from the Human Resources Committee on the safe arrival of Charlie Moxham

**4.2      Updates and Actions from 14/05/2021**

- 4.2.1      Staff Structure – Partially complete, verbal update to be provided in confidential session as it contains exempt information
- 4.2.2      Lifeguards – pay and job titles complete

**4.3      Recommendation**

- 4.3.1      That the reports are received and noted and any actions arising identified for future meetings of the Council or its Committees

**4.4      Reason for Recommendation**

- 4.4.1      To keep members updated on committee actions and information.

(End)

## **5      Staffing Review**

Report 1021HR5

To recommend the public issue of the Staffing Review

(10 mins)

*(Local Government Act, 1972 s.111)*

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### **5.1      Summary**

- 5.1.1      The staffing review has been adopted by the Human Resources Committee and contains exempt information.
- 5.1.2      The document should be in the public domain in some form without compromising the protected data.
- 5.1.3      The Clerk has prepared a version of the document which covers the points made without disclosing exempt information.
- 5.1.4      The draft public document will be provided to members prior to the meeting.

### **5.2      Scheme of Delegation**

- 5.2.1      The Human Resources is delegated to determine, provided they don't have an impact on the budget, final decision on staff structures and consideration of staffing reviews (Shaftesbury Town Council Scheme of Delegation, 2021)(10.2.iii)

### **5.3      Legal Authority and Implication**

- 5.3.1      A local authority shall have power to do any thing which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions (Local Government Act, 1972 s.111)

### **5.4      Financial Implication**

- 5.4.1      None relating to the publishing of the staffing review. Proposals resulting in staffing changes which have an impact on the budget will be provided with the financial implications.

### **5.5      Impact Assessment**

- 5.5.1      None arising from the publishing of the report.

### **5.6      Recommendation**

- 5.6.1      That the public version of the staffing review report is presented to the Full Council for information published on the Council's website. Delegate to the Town Clerk all details in discharging this decision.

### **5.7      Reason for Recommendation**

- 5.7.1      To provide full transparency on the outcomes of the staffing review whilst maintaining the Council's duty to withhold exempt information.

(End)

**6      Email**

Report 1021HR11

To consider a revised email operation for officers

(15 mins)

*(Local Government Act, 1972 s.111)*

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**6.1      Report to follow**

**7      Committee Budget Phase 1**

Report 1021HR7

To consider the budget requirements for the Committee for the financial year 2022 - 2023 (10 mins)

*(Local Government Act, 1972 s.151)*

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**7.1      Summary**

- 7.1.1 The Council starts a robust budget setting process in September each year with each committee looking at its requirements for the coming year. At a subsequent meeting the Committee will consider its requirements for a five year projection. These proposals will then be incorporated into the budget setting process for the General Management Committee to scrutinise and make recommendation on the final budget and forecast.
- 7.1.2 The Human Resources Committee budget will be provided to members and published on the website prior to the meeting, the Committee is asked to consider those aspects which may be debated in open session.

**7.2      Scheme of Delegation**

- 7.2.1 The Human Resources Committee does not have delegation to resolve its own budget and must therefore make recommendation for final determination by Full Council.

**7.3      Legal Authority and Implication**

- 7.3.1 Without prejudice to section 111 above, every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. (Local Government Act, 1972 s.151)

**7.4      Financial Implication**

- 7.4.1 None arising from the recommendation. The final budget will be determined by the Full Council.

**7.5      Impact Assessment**

- 7.5.1 Full Council will consider the Impact on determination of the recommendations.

**7.6      Recommendation**

- 7.6.1 That the Committee makes any budget recommendation for 2022/23 to the General Management Committee. Delegate to the Town Clerk all details in discharging this decision.

**7.7      Reason for Recommendation**

- 7.7.1 To assist in the preparation of a draft budget and five year forecast.

(End)





## **8      Committee Budget Phase 1 - Confidential**

Report 1021HR8

To consider entering confidential session to examine exempt information to inform the budget (20 mins)

*(Local Government Act, 1972 s.151)*

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### **8.1      Summary**

- 8.1.1      The Committee will have already considered the part of its budget that is in the public domain at agenda item 6
- 8.1.2      The confidential information making up the budget lines is provided to members in confidence. The Committee should consider the detail of that information and make recommendations on the budget lines accordingly.
- 8.1.3      A copy of the confidential information will be provided to committee members separately before the meeting.

### **8.2      Scheme of Delegation**

- 8.2.1      The Human Resources Committee does not have delegation to resolve its own budget and must therefore make recommendation for final determination by Full Council.

### **8.3      Legal Authority and Implication**

- 8.3.1      Without prejudice to section 111 above, every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. (Local Government Act, 1972 s.151)
- 8.3.2      A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies" (Public Bodies [Admission to meetings] Act, 1960)

### **8.4      Financial Implication**

- 8.4.1      None arising from the recommendation. The final budget will be determined by the Full Council.

### **8.5      Impact Assessment**

- 8.5.1      The Full Council will consider the Impact Assessment on determination of the recommendations.

### **8.6      Recommendation**

- 8.6.1      That the public be excluded during the discussion of the remaining agenda items on the grounds that they involve the likely disclosure of confidential information and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- 8.6.2      That the Committee makes any budget recommendation for 2022/23 to the General Management Committee. Delegate to the Town Clerk all details in discharging this decision.

**8.7 Reason for Recommendation**

8.7.1 To assist in the preparation of a draft budget and five year forecast.

(End)

**9      Head Groundsman Vacancy**

Report 1021HR9

To consider internal applicants for the position of Head Groundsman

(10 mins)

*(Local Government Act, 1972 s.111)*

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**9.1      Summary**

- 9.1.1      The staffing review proposed that the position of Head Groundsman was created and the Human Resources Committee requested that the advert was placed internally in the first instance.
- 9.1.2      The Clerk has received one application and members are asked to review that and receive a verbal report from the Clerk to consider how to proceed.
- 9.1.3      The application will be made available to committee members prior to the meeting.

**9.2      Scheme of Delegation**

- 9.2.1      The Town Clerk is delegated to manage the Council staff including making appointments to posts. (Shaftesbury Town Council Scheme of Delegation, 2021)(2.9 iii)

**9.3      Legal Authority and Implication**

- 9.3.1      A local authority shall have power to do any thing which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions (Local Government Act, 1972 s.111)(2.9 iii)

**9.4      Financial Implication**

- 9.4.1      Exempt prior to the meeting, the financial impact will be minuted if applicable.

**9.5      Impact Assessment**

- 9.5.1      The detail relating to the Impact Assessment is withheld due to the likely disclosure of exempt information.

**9.6      Recommendation**

- 9.6.1      That the Committee provides the Town Clerk with its views in relation to the application. Delegate to the Town Clerk all details in discharging this decision.

**9.7      Reason for Recommendation**

- 9.7.1      The delegation for appointing to posts rests with the Clerk but the Clerk seeks the direction of the Committee to inform the decision.

(End)

## **10     Appraisal**

Report 1021HR10

To consider the appraisal panel for the Town Clerk for 2021

(5 mins)

*(Local Government Act, 1972 s.111)*

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### **10.1     Summary**

- 10.1.1 The staffing review recommended that the Town Clerk's appraisal was carried out prior to the Clerk carrying out the staff appraisals.
- 10.1.2 The Committee is asked to select the panel for conduct the appraisal for 2021

### **10.2     Scheme of Delegation**

- 10.2.1 The Human Resources Committee is delegated to carry out the appraisal of the Town Clerk. (Shaftesbury Town Council Scheme of Delegation, 2021)(10.2 vii)

### **10.3     Legal Authority and Implication**

- 10.3.1 A local authority shall have power to do any thing which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions (Local Government Act, 1972 s.111)(2.9 iii)

### **10.4     Financial Implication**

- 10.4.1 None

### **10.5     Impact Assessment**

- 10.5.1 None

### **10.6     Recommendation**

- 10.6.1 That the Committee selects a panel for carrying out the appraisal of the Town Clerk . Delegate to the Town Clerk all details in discharging this decision.

(End)

**11     Other Staffing Matters**

Report 1021HR11

To consider any other confidential staffing matters

(5 mins)

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

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**11.1     Summary**

- 11.1.1 To receive a verbal report on any staffing matters that contain exempt information and consider any actions arising.

(End)