



# Shaftesbury Town Council

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VAT Reg No 241 1307 58

## Human Resources Committee

Minutes of the Human Resources Committee (HR) held at 7 pm on Thursday, 07 October 2021 in the Council Chamber, Shaftesbury Town Hall.

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**Members Summoned and Present:** HR Councillors; Chase (Chair), Cook (Vice-Chair), Hollingshead, Welch

**Absent:** Cllr Loader

**Officers Present:** Claire Commons (Town Clerk)

**In attendance:** Press (0), Members of the public (0).

[Link to Agenda here](#)

### Minutes

#### Public Participation

There were no members of the public present.

The meeting commenced at **7.05pm**

#### H1 Apologies

H1a Officer report 1021HR1 was received and it was **RESOLVED** to accept apologies for absence from Cllr Loader

ACTION: NONE REQUIRED

#### H2 Declarations of Interest

H2a Officer report 1021HR2 was received and it was **NOTED** That the Clerk had an interest in all agenda items as a member of staff

ACTION: NONE REQUIRED

#### H3 Minutes

H3a Officer report 1021HR3 was received and it was **RESOLVED** to adopt the minutes of 4<sup>th</sup> March 2021 and 14<sup>th</sup> May 2021 for signature by the chairman.

ACTION: COUNCILLOR CHASE

#### H4 Officer Report to the Committee

H4a Officer report 1021HR4 was received and **NOTED** (*Financial provision - 0*)

ACTION: NONE REQUIRED
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**H5 Staffing Review**

- H5a Officer report 1021HR5 was received and it was **RECOMMENDED to Full Council** to present the redacted staffing review and adopt the recommendation in the Staffing Review for an additional member of staff to start in March 2022 (*Financial provision - 0*)

ACTION: TOWN CLERK
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**H6 Email**

- H6a Officer report 1021HR6 was received and it was **RESOLVED** to adopt a central email system for the office to improve efficiencies in the office administration (*Financial provision – Cost saving of £630 per year*)

ACTION: TOWN CLERK
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**H7 Committee Budget Phase 1**

- H7a Officer report 1021HR7 was received and it was **RESOLVED** include this item in the next confidential section as there were no members of the public present. (*Financial provision - 0*)

**H8 Committee Budget Phase 1 - Confidential**

- H8a Officer report 1021HR8 was received and it was **RESOLVED** 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 (*Financial provision - 0*)

ACTION: TOWN CLERK
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- H8b It was **RECOMMENDED to General Management Committee** that the staffing budget for 2022/23 meets the needs of the Staffing Review (*Financial provision - 0*)

ACTION: TOWN CLERK
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**H9 Head Groundsman Vacancy**

- H9a Officer report 1021HR9 was received and it was **RESOLVED** to advertise externally for the role of Head Groundsman (*Financial provision – Staff recruitment*)

ACTION: TOWN CLERK
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**H10 Appraisal**

- H10a Officer report 1021HR10 was received and it was **RESOLVED** that the panel for the Town Clerk's appraisal consist of Councillors Chase, Cook and Welch (*Financial provision - 0*)

ACTION: COUNCILLORS CHASE, COOK AND WELCH
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**H11 Other Staffing Matters**

- H11a Officer report 1021HR11 was received and a verbal update was **NOTED** (*Financial provision - 0*)

There being no further business, the meeting was closed at 9:06 PM

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

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Signed

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Date