



# 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 Wednesday, 12 January 2022 **in the Council Chamber, Shaftesbury Town Hall.**

Members are reminded of their duty under the Code of Conduct

All other recipients for information only

Brie Logan Deputy Town Clerk

06 January 2022

## 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.

**Please note:** this committee meeting is in person – no on-line facility is available

## 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)*

**5 CONFIDENTIAL – STAFFING MATTERS.....6**

To consider entering confidential session to resolve on staffing matters and where appropriate make recommendations to Full Council (80 mins)  
*(Local Government Act, 1972 s.151)*

Anticipated meeting end time 20:30pm

## 1 Apologies

Report 0122HR1

To receive and consider for acceptance, apologies for absence

(1 min)

*(Local Government Act, 1972 s.85)*

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### 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 0122HR2

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

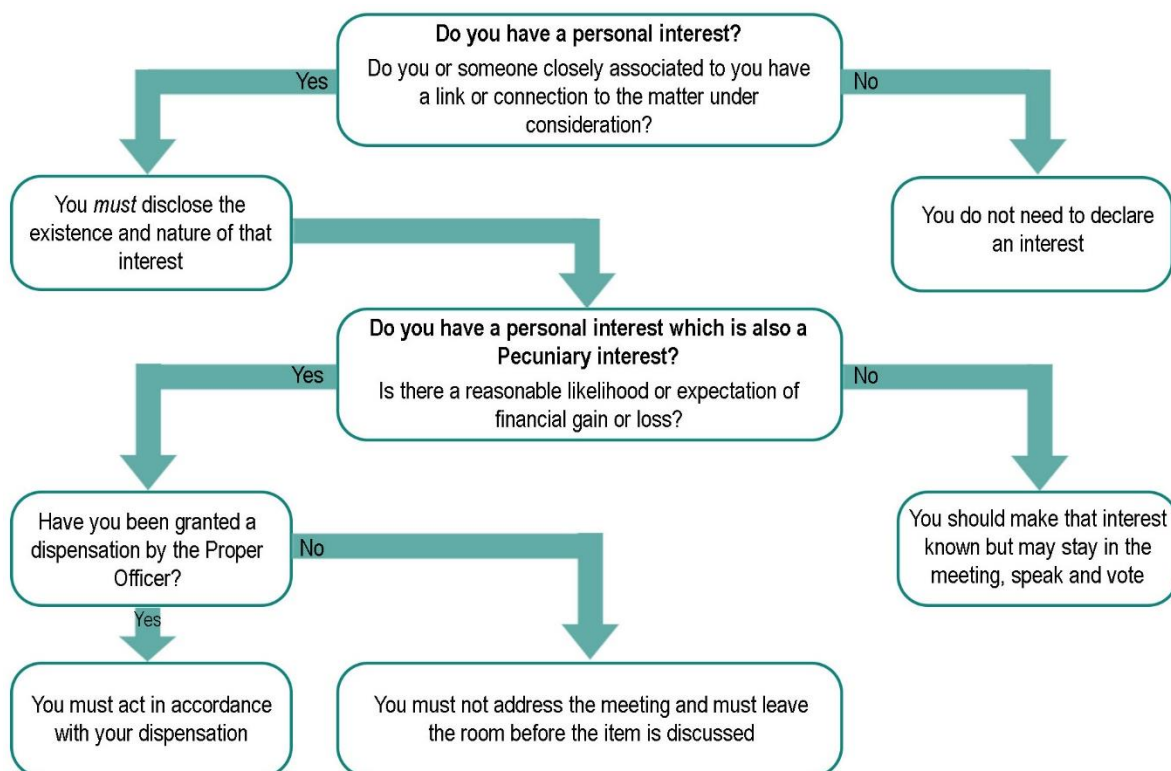
(1 min)

*(Shaftesbury Town Council Code of Conduct, 2019)*

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### 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 0122HR3

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).

Minutes to be adopted: [7th October 2021](#)

**4      Officer Report to the Committee**

Report 0122HR4

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).

**4.2      Updates and Actions from 07/10/2021**

- 4.2.1      The office @ email is working well and feedback has been constructive
- 4.2.2      No applications for the role of Head Groundsman have been received (see confidential report item 3)
- 4.2.3      Staff appraisals will be completed by 11th February 2022

**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      Confidential – staffing matters**

Report 0122HR8

To consider entering confidential session to resolve on staffing matters and where appropriate make recommendations to Full Council (80 mins)

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

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### **5.1      Summary**

- 5.1.1      A copy of the confidential information will be provided to committee members separately before the meeting.

### **5.2      Scheme of Delegation**

- 5.2.1      *Section 3: In the short-term absence of the Town Clerk, the Business Manager shall be authorised to deputise and undertake any of the functions of that post. Note; since the Scheme of Delegation was resolved in January 2021 the job title has changed from Business Manager to Deputy Town Clerk and Projects Manager.*

*3.2. In the event of long-term absence of the Clerk, the Mayor in consultation with HR Committee Chairman and General Management Committee Chairman will appoint a temporary locum who shall be authorised to deputise and undertake any of the functions of that post*

- 5.2.2      *Section 4 – urgent matters: Subject to consultation with either the Town Mayor, Deputy Town Mayor or the relevant Committee Chairman and/or vice chairman, the Town Clerk is authorised to act on behalf of the Council on any matter where urgent action is needed to protect the interests of the Town Council.*

*4.2. Before the Clerk exercises the delegated powers, those Members consulted shall consider whether the matter justifies summoning an Extra-ordinary Meeting of the Council or appropriate Committee or Sub-Committee.*

*4.3. Whenever any action is taken in this way, full details of the circumstances justifying urgent action shall be submitted in writing to the next available meeting of the Committee concerned and/or Council.*

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

- 5.3.1      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)

- 5.3.2      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)

### **5.4      Financial Implication**

- 5.4.1      The financial impact will be available to review within the confidential report.

### **5.5      Impact Assessment**

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

**5.6 Recommendation**

- 5.6.1 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.
- 5.6.2 The recommendations from the HR committee are presented to the Full Council for consideration on 25<sup>th</sup> January.

**5.7 Reason for Recommendation**

- 5.7.1 To be fully compliant with the Scheme of Delegation that was resolved by Full Council in January 2021.

(End)