

3<sup>rd</sup> July 2018

Dear Councillor

**HR COMMITTEE**  
**Monday 9<sup>th</sup> July 2018 at 7.00pm**

<b>Cllr Jeffries (Copheap)</b>	<b>Cllr Nicklin (West)</b>
<b>Cllr Macfarlane (West) Chairman</b>	<b>Cllr Robbins (East)</b>

Copied to all other members for information

You are summoned to attend a meeting of the above committee to be held at Warminster Civic Centre, Sambourne Road, Warminster.

Yours sincerely,



Members of the public are welcome to attend meetings of the Council and Committees, unless excluded due to the confidential nature of the business.

---

**A G E N D A**

- Appointment of Committee Chairman**
- Appointment of Vice Chairman**
- Apologies for absence**  
**To receive and accept** apologies, including reason for absence, from those unable to attend.
- Declarations of Interest**  
**To receive** any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

5. **Minutes**

**5.1 To approve** as a correct record, the minutes of the HR committee meeting held on Monday 26<sup>th</sup> March 2018; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

**5.2 To note** any matters arising from the minutes of the HR committee meeting held on Monday 26<sup>th</sup> March 2018.

**HR/17/030.1 Community Centres/Civic Centre refers:** Members queried the F rating awarded to the Civic Centre and requested further information on the assessment criteria. It was noted that the F rating was disappointing, and Members would wish to see some improvement on this. The Clerk would provide this at the next meeting. **A meeting has taken place between the Clerk, Cllr Nicklin and Alan Moon, the architect and clerk of works for the Civic Centre's refurbishment. Further meetings have been arranged and a fuller report back, with a plan of action, will be presented to the committee in due course.**

6. **Chairman's Announcements**

**To note** any announcements made by the Chairman.

*Standing Orders will be suspended to allow for public participation*

7. **Public Participation**

**To enable** members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda and **to receive** any petitions and deputations.

*Standing Orders will be reinstated following public participation*

8. **Reports from Unitary Members**

**To note** reports provided that are relevant to this committee.

9. **Health and Safety**

The year-end report was submitted to the Annual Meeting of the Council in May 2018. **Therefore, there is no quarterly for the committee to consider.**

10. **Councillor Training**

Councillor training: suggested courses which we could run and network to the Warminster area and near neighbours: Chairman Training (for all members), Community Engagement; Finance; Planning.

**Members to suggest any other areas training areas and to delegate arrangements to the Clerk.**

11. **Staff Training**

Following recent appraisals four staff members have attended ACAS courses on Supervisory and Line Management respectively.

Line managers have received in house appraisal training.

Staff first aid training has taken place with 100% pass rate

Fire marshal training has taken place with 100% pass rate

Two staff members attended a Visit Wiltshire photographs for Instagram course for use with the Council's Instagram/facebook/twitter and Council website.

The Clerk attended the SLCC/Wiltshire Council briefing day in Trowbridge with Cllr Jeffries and Ridout.

**Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may 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.**

**12. Staffing Matters**

**To receive for decision staffing issues contained within the Clerk's report (to be forwarded).**

**The public and press will be invited to return to the meeting after item 12 has been completed.**

**13. Communications**

**13.1 The members to** decide on items requiring a press release.

**13.2 The members to** confirm their spokesperson for any item listed on the agenda to report on the Council's decision if required.

Minutes from this meeting will be available to all members of the public either from our web site [www.warminster-tc.gov.uk](http://www.warminster-tc.gov.uk) or by contacting us at Warminster Civic Centre.