

## Minutes

### HR Committee Monday 9<sup>th</sup> October 2017

Cllr Fraser (West)	*	Cllr Nicklin (West) Vice Chairman	*
Cllr Fryer (Broadway)	*	Cllr Ridout (West)	*
Cllr Macfarlane (West) Chairman	*		

Key: \* Present    **A** Apologies    **AB** Absent

#### In attendance:

Officers: Fiona Fox, Town Clerk and Responsible Finance Officer

Public and press: None present.

#### **HR/17/014 Election of Committee Chairman**

Cllr Paul Macfarlane was duly elected Chairman of the HR Committee. Proposed Cllr Ridout, Seconded Cllr Fraser. Unanimous.

#### **HR/17/015 Apologies**

None.

#### **HR/17/016 Minutes**

**HR/17/016.1** The minutes of the HR committee meeting held on Monday 10<sup>th</sup> July 2017 were approved and signed as a true record.

**HR/17/016.2** Matters arising from the minutes of the HR committee meeting held on Monday 10<sup>th</sup> July 2017 and not dealt with elsewhere on the agenda:

**HR/17/011** : The Clerk's contract had been amended to include full title; Clerk and Responsible Financial Officer, and her ½ hour lunch allowance.

**HR/17/013.1 refers:** The Gold Award press release had been completed.

#### **HR/17/017 Declarations of Interests**

There were no declarations of interest reported.

#### **HR/17/018 Chairman's Announcements**

None.

*Standing Orders were suspended to allow for public participation*

**HR/17/018 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.

**None to report.**

*Standing Orders were reinstated*

**HR/17/019 Reports from Unitary Authority Members**

There were none to note.

**HR/17/020 Health and Safety**

The Health and Safety report had been submitted as per the committees' terms of reference.

**These was unanimously approved.**

**HR/17/021 Training**

**HR/17/021.1** An in-house training session had been delivered by The Wiltshire Association of Local Councils (WALC). The cost per head was £22.00 for employees and WTC councillors respectively. The total spend was £264. The training budget is £2,000, spend to date including this event £869, £1,131 remains. Members expressed disappointment that all but one of the new Council members did not attend.

**Members unanimously approved**

**HR/1/021.2** The Clerk's attendance at the SLCC National Conference on the 18<sup>th</sup> and 19<sup>th</sup> October 2017 at a cost of £380 plus travel expenses was discussed.

**Members unanimously approved**

**Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960**

**HR/17/022 Members resolved to exclude members of the public as the business to be transacted contained personal information pertaining to staff members.**

**Staffing Matters**

**HR/17/022.1 Members approved the** issuing of a contract of employment to Debbie Symons, the Pavilion Café Supervisor.

**HR/17/022.2 Members approved the** issuing of a contract of employment to Sally Ward, an Administration Assistant at 16 hours per week.

**HR/17/022.3 Members approved** the issuing of two pavilion winter seasonal contracts.

**HR/17/022.4 Members approved the following:**

**HR/17/022.4.1** That the Direct Services Supervisors job title be changed to Park and Outdoor Spaces Manager to correctly reflect his job specification and responsibilities.

**HR/17/022.4.2** That following a vigorous job evaluation process the job be re-graded LC2 30 – 34 with immediate effect, and that the salary be adjusted accordingly.

**HR/17/022.5** Members approved the re-evaluation of the Administration Assistant role from SCP13 – LC1 15 to LC2 26 – 29. The salary to be adjusted with immediate effect.

*The public and press were invited to return to the meeting after item **HR/17/022** had been completed.*

**HR/17/023 Press Communications**

None noted.