

20th March 2018

Dear Councillor

HR COMMITTEE
Monday 26th March 2018 at 7.00pm

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

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

1. **Apologies for absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
2. **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.
3. **Minutes**
 - 3.1 **To approve** as a correct record, the minutes of the HR committee meeting

held on Monday 15th January 2018; copies of these minutes have been circulated and Standing Order 17a provides that they may therefore be taken as read.

- 3.2 To note** any matters arising from the minutes of the HR committee meeting held on Monday 15th January 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.**

HR/17/030.2 Dewey House refers: There were two queries raised; that the Food Bank wall and the rear door respectively had not been painted as reported. The Clerk advised members that she believed the work had been done and would check and report back at the next meeting. **The Clerk confirms that both the wall and door have been painted as reported. However, the wall was not given enough time to dry out before it was painted owing to the pressure to re-decorate as soon as possible. This proved to be too soon, as advised, and the wall now needs to be taken back, dried out and re-painted.**

4. Chairman's Announcements

To note any announcements made by the Chairman.

Standing Orders will be suspended to allow for public participation

5. 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

6. Reports from Unitary Members

To note reports provided that are relevant to this committee.

7. Health and Safety

The year-end report will be submitted to the Annual Meeting of the Council on the 14th May 2018. **Therefore, there is no report for the committee to consider.**

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.

8. Staffing Matters

8.1 To receive for decision staffing issues contained within the Clerk's report (Attached).

The public and press will be invited to return to the meeting after item 8.1 has been completed.

8.2 The Council's pension contributions to the Local Government Pension Scheme will decrease to by 0.4% with effect from April 2018. The new rate will be 20.4%. **To note.**

8.3 National Minimum Wage and Living Wage rates will change as follows:

Age	Current rate	Rates from 1 April 2018
25 and over	£7.50	£7.83
21 to 24	£7.05	£7.38
18 to 20	£5.60	£5.90
Under 18	£4.05	£4.20

All the above changes have been reflected in the 2018 – 2019 council budget. **To note.**

8.4 Confirmation is still awaited on the national salary award. Once confirmed this will be back dated to the 1st April 2018 for all staff on green book contracts. **To note.**

8.5 The Clerk has completed all first line appraisals. In house interview and appraisal skills training is arranged for 29th March 2018 for all managers with line management responsibility. **To note.**

9. Communications

9.1 The members to decide on items requiring a press release.

9.2 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 or by contacting us at Warminster Civic Centre.