

**Minutes**

**HR Committee**  
**Monday 9<sup>th</sup> July 2018**

<b>Cllr Jeffries (Copheap)</b> <b>Vice-Chairman</b>	<b>*</b>	<b>Cllr Nicklin (West)</b> <b>Chairman</b>	<b>*</b>
<b>Cllr MacFarlane (West)</b>	<b>A</b>	<b>Cllr Robbins (East)</b>	<b>*</b>

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

**In attendance:**

Officers: Fiona Fox, Town Clerk and Responsible Financial Officer

**Public and press:**

None present.

**HR/18/001    Appointment of Committee Chairman**  
Cllr Nicklin was appointed HR Chairman

**HR/18/002    Appointment of Vice Chairman**  
Cllr Jeffries was appointed HR Vice-Chairman

**HR/18/003    Apologies for absence**  
Were received and accepted from Cllr MacFarlane.

**HR/18/004    Declarations of Interest**  
None.

**HR/18/005    Minutes**  
**HR/17/005.1** The minutes of the HR committee meeting held on Monday 26<sup>th</sup> March 2018 were received and approved.

**Matters arising from the meeting held on Monday 26<sup>th</sup> March 2018:**

**HR/17/030.1 Community Centres/Civic Centre refers:** Members had queried the F rating awarded to the Civic Centre and had requested further information on the assessment criteria. It was noted that the F rating was disappointing, and Members expressed a wish to see some improvement on this.

A meeting had taken place between the Clerk, Cllr Nicklin and Alan Moon, the



2 Oct 18

architect and clerk of works for the Civic Centre's refurbishment. Members were advised that further meetings would be arranged and a fuller report back made to members in due course.

**HR/18/006 Chairman's Announcements**

None noted.

***Standing Orders were suspended to allow for public participation***

**HR/18/007** 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/18/008 Reports from Unitary Authority Members**

There were none to note.

**HR/18/009 Health and Safety**

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

**Noted.**

**HR/18/010 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 agreed that councillor training was essential, and the matter was delegated to the Clerk.**

**HR/18/011 Staff Training**

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

Line managers had received in house appraisal training.

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

Fire marshal training had taken place with 100% pass rate

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

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

**Noted.**

**HR/18/012** Members unanimously resolved to exclude members of the public as the business to be transacted contained personal information pertaining to staff members.

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

**HR/18/013** Staffing Matters

**HR/18/013.1** It was resolved that the Clerk should write a letter explaining the decision of members.

**HR/18/013.2** Members noted the work to date on GDPR.

**HR/18/014** Communications

None.

