

MINUTES
of the HR Committee
held on Monday 14th October 2019 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Fraser (East)	*	Cllr Fryer (West)	A
Cllr Jeffries (Copheap)	A	Cllr Robbins (East) Vice-Chairman	*
Cllr Macfarlane (West) Chairman	*		

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Domett (Assistant Town Clerk), Judith Halls (Office Manager)

Council Members: Cllr Nicklin

Public and press: 0 member of the public and 0 press

HR/19/020 Apologies for absence

Apologies were received and accepted from Cllrs Steve Jeffries and Rob Fryer

HR/19/021 Declarations of Interest

No declarations of interest under the Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011 were received.

HR/19/022 Minutes

HR/19/022.1 The minutes of the HR committee meeting held on 22nd August 2019 were approved and signed by the Chairman.

HR/19/022.2 No matters arising.

HR/19/023 Chairman's Announcements

None.

HR/19/024 Questions

None.

Standing Orders were suspended at 7.05pm to allow for public participation

HR/19/025 Public Participation

Cllr Tony Nicklin spoke to the committee saying that whilst he appreciated the need a new member of staff for the Park and Open Spaces Supervisor he felt that Warminster Town Council should have a future plan for the staffing structure and plan for the future.

Standing Orders were reinstated at 7.09pm and Cllr Nicklin left the chamber

HR/19/026 Health and Safety

The HR committee has responsibility, under its Terms of Reference for the management of the Risk Assessments. The regular reports which have been carried out on a monthly, ad hoc and quarterly basis since the start of the municipal year were completed and areas for discussion were outlined in a review sheet covering the period July 2019 – September 2019 inclusive.

Members noted and accepted the risk assessments.

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.

HR/19/027 Staffing Matters

HR/19/027.1 New staff post Park and Open Spaces supervisor.

Members approved the creation of the post to support the ongoing devolvement of services to the Town Council and in anticipation of the expansion of work. Members unanimously agreed to start the recruitment process to search for a suitable person to fulfil this role at SCP7-12

HR/19/027.2 Members received the Report for Decision on the following matters:

- a) To approve the transfer of payment of salaries and all related aspects of payroll delivery to Wiltshire Council.
- b) To review annual pay scales for all staff to calculate budget requirements
- c) To amend contracts for two employees
- d) To consider payment enhancement for one member of staff
- e) To Consider increasing contracted hours by 2.5 for one member of staff

Members received the Clerk's report and agreed on what actions should be taken.

HR/19/028 Communications

None.

Meeting closed at 7.55pm

Date of next meeting: 13th January 2020

Minutes from this meeting will be available to all members of the public either from our website www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.