



AGENDA

Dear Councillor
You are invited to an extraordinary meeting of the:

Extraordinary meeting **HR Committee**

**To be held on Monday 16th December 2019 at 7pm
at The Civic Centre, Sambourne Road, Warminster, BA12 8LB**

Membership:

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

Copied to all other members for information.

Members of the public are warmly welcome to attend meetings of the Council and its committees, unless excluded owing to the confidential nature of the business.

Yours sincerely

Paul Macfarlane
Mayor

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.

Standing Orders will be suspended to allow for public participation.

3. Public Participation

To enable members of the public to address the Committee 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.

4. Acting Up Policy

Officers are proposing that the Committee adopt the attached draft policy, Acting Up to make the decision making of payment for additional higher-grade duties to be performed where long term sickness or gaps in recruitment are faced by employees. This sets out a specific time period and the exact details of a relevant payments where appropriate. **For decision.**

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.

The public and press will be invited to return to the meeting after item 6 has been completed.

5. Staffing Matters

5.1 Assistant Clerk

Members to agree to one incremental rise for the Assistant Clerk as he has now passed the CiLCA exams and this is agreed in his contract (9.3). Salary to be paid at SCP 30 with effect 1st December 2019.

In addition, the members to discuss the impact of the Acting Up policy and make an award. Confidential report prepared for members.

For decision

5.2 Staff Concerns

It has come to light that if a staff member raises a concern, which may not have a satisfactory outcome, then senior staff members need to be aware to consider that all avenues have been considered. To discuss the importance of senior members of staff, or all line managers, or the Chairman of the Council, to ensure that a chain of information sharing is conducted. **For discussion and decision on action required.**

6. Bank Mandate

To enable staff to carry forward the transfer of the payroll from SGW to Wiltshire Council it will be necessary for officers to use Telephone Banking with HSBC. This will involve a change to the signing mandate and Tom Dommatt and Judith Halls should be given permission to be added to the mandate to manage financial arrangements. These signatories can be limited and recorded for audit purposes so that there will be limits to their access. The mandate will be circulated at the meeting for members to discuss. **For decision.**

7. **Communications**

Members to decide if any items require a press release and to appoint a spokesperson accordingly.

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.