

MINUTES
of the online HR Committee
held on Monday 8th February 2021 at 7.00pm

Membership:

Cllr Brett (East)*	Cllr Nicklin (West) *
Cllr Fraser (West)*	Cllr Robbins (East)* Chairman
Cllr Jeffries (Copheap) * Vice-Chairman	Vacancy
Cllr Macfarlane (West)*	

Key: * Present A Apologies AB Absent

In attendance:

Officers: Fiona Fox, Town Clerk and Responsible Financial Officer

HR/20/045 Apologies for absence
None. All members were present.

HR/20/046 Declarations of Interest
None.

HR/20/047 Minutes
HR/20/047.1 The minutes of the HR Committee meeting held on the 21st December 2020; copies of these minutes had been circulated and Standing Order 12.1 provided that they may therefore be taken as read.

Resolved: Approved

HR/20/047.2 Matters arising from the minutes of the HR Committee meeting held on 21st December 2020. **None.**

HR/20/048 Chairman's Announcements
None.

HR/20/049 Questions

No questions from members of the committee had been submitted to the clerk in advance of the meeting.

Standing Orders were suspended to allow for public participation.

HR/20/050 Public Participation

There were no petitions, deputations or statements.

Standing Orders were reinstated following public participation.

HR/20/051 Clerk's Report

HR/20/051.1: Staff were continuing to work either from home, or in COVID safe work bubbles. A full service was being provided, including Civic and Democratic Services, with all council meetings continuing via MSTeams. Community engagement continued in various forms, including Facebook. It was reported that one of the council's posts during the snow reached 5,963 people, with 663 likes and shares.

HR/20/051.2: Elections were still planned for May 2021, with the new town council taking office on the 10th May 2021. Work was underway on a full councillor induction programme, for all members, whether new or returning. It was reported that this would be presented to the HR Committee in April.

HR/20/051.3: Staff training was continuing either in-house or virtually. The council was making use of free courses when available, such as those offered by Visit Wiltshire. Officers continued to circulate details of councillor training courses provided by WALC, and others. These courses were very popular, with limited spaces, and members were reminded that a quick 'by return', response from members was required to secure a place.

HR/20/052 Health and Safety

Members received and noted the Health and Safety report.

HR/20/053 Communications

None.

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/20/054 Staffing Matters

HR/20/054.1: Members received and noted the clerk's confidential staffing report.

HR/20/054.2: Code of Conduct: the clerk flagged to members that the Code of Conduct for England was under review at a national and local level and that the code impacts on staff wellbeing.

WTC had two documents; The Elected Members Code of Conduct and the Member-Officer Protocol, which had been sent to members prior to the meeting. The clerk strongly suggested to members that parts of these documents should be synergized to provide a comprehensive new code for WTC. Members agreed that the code served to remind members of the professionalism and integrity required by elected councillors and of the need to be respectful, courteous, and grateful, to officers as well as to each other. It was agreed that the draft code should include that elected members attending a council event would be there as members, and therefore covered by the code.

Members were pleased that this had been brought before them and would receive the draft code at their April meeting.

HR/20/054.3:

JOB	NOTE
Grounds persons ft	Job description complete, ads underway. The post holders will work five out of seven days on a rota basis. New working pattern for WTC, adopted to deliver the new services. In post WEF 1 April 2021.
Cleansing Operative pt	Job description complete, ads underway. The post holder will work on a rota basis. New working pattern for WTC, adopted to deliver the new services. In post WEF 1 April 2021.
Cleansing Operative pt	a/a
Committee Clerk pt	Job description and ad will be underway shortly.
Civic Centre Manager ft	Underway
CCTV operative pt	Job description and ad will be underway shortly.
CCTV operative pt	a/a
Community and Climate Officer pt	The clerk had begun work on the council's plan for delivering its strategic priorities and this role is key, covering the following: <ul style="list-style-type: none"> • Contact for community groups/individuals • Encourage and support succession planning for groups • Reach out to those communities who want to engage, embrace inclusivity e.g. residential homes in the town • Seek grant funding for community and climate – signpost/apply whichever is appropriate • Work towards the council becoming carbon neutral by 2030 • Develop and work on delivery of the council's Climate Change Strategy and Action Plan

The next scheduled meeting for this committee is: **Tuesday 6th April 2021, 7pm, online.**

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.