

MINUTES
of the online HR Committee
held on Monday 5th October 2020 at 7.00pm

Membership:

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

Key: * Present A Apologies AB Absent

In attendance:

Officers: Fiona Fox, Town Clerk and Responsible Financial Officer

HR/20/013 Apologies for absence

Were received and accepted from Cllrs Fraser, Jefferies and Ridout.

HR/20/014 Declarations of Interest

None.

HR/20/015 Minutes

20/015.1 The minutes of the HR Committee meeting held on 6th July 2020; copies of these minutes had been circulated and Standing Order 12.1 provided that they may therefore be taken as read.

Proposed: Cllr Nicklin Seconded: Cllr Macfarlane

Resolved: Approved

20/015.2 Matters arising from the minutes of the HR Committee meeting held on 6th July 2020. **None.**

HR/20/016 Chairman's Announcements

None.

HR/20/016 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/20/017 Public Participation

There were no petitions, deputations or statements.

Standing Orders were reinstated following public participation.

HR/20/018 Health and Safety

The HR committee has responsibility, under its Terms of Reference for the management of the risk assessments. The regular reports, which had 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 a report sent to members prior to the meeting. They covered the period April 2020 – September 2020 inclusive. Of note: Members queried whether the council's insurance policy had been re-written because of Covid. The clerk advised that nothing had been received to date, but she would investigate.

HR/20/019 Staff and Members Induction and Training Programme

The council has a Training Policy which states, 'Warminster Town Council recognises the need for all councillors, staff and volunteers to seek and undertake continuous training opportunities relevant to their elected or contracted role to ensure that individuals from the local community are able to access with confidence our quality and delivery of service.'

It was reported that current and historic training take-up by councillors was low, suggesting that the methods were not working. Members discussed this at length and made the following points: that a wide range of training is available along with a wide range of delivery methods; that training is necessary for new members and for established members, as a re-fresher as there is constant change; members need to be trained to best serve the community.

Recommendation: The clerk would carry out a training survey with all members and report back to the next HR Committee.

HR/20/020 020.1 Changes to reporting structure: CCTV now reports to Stuart Legg. Following a member's question, the clerk confirmed that staff were happy with the changes; members queried the clerk's title, clerk/CEO. This had been left on from a draft and did not form part of the changes presented to members. The clerk was thanked for presenting the changes to members.

020.2 1:1's: The Clerk has introduced 1:1 meetings with her direct reports.
Noted.

020.3 The council reception and Civic Centre revised opening hours were detailed. **Noted.**

020.4 Staff appraisals will take place during October. **Noted.**

HR/20/021 **Communications**

This item was brought forward on the agenda by the chairman with the agreement of members.

It was agreed that the clerk should continue to communicate the progress and good work that the council was currently undertaking.

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/20/022 **22.1** To receive legal advice.

22.2 To receive for noting staffing issues contained within the clerk's

**The next scheduled meeting for this committee is:
Monday 21st December 2020, 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.