

**MINUTES**  
**of the online HR Committee**  
**held on Monday 30<sup>th</sup> November 2020 at 7.00pm**

**Membership:**

<b>Cllr Brett (East)</b>	*	<b>Cllr Nicklin (West)</b>	*
<b>Cllr Fraser (West)</b>	*	<b>Cllr Robbins (East) Chairman</b>	*
<b>Cllr Jeffries (Copheap) Vice-Chairman</b>	*	<b>Cllr Ridout (West)</b>	*
<b>Cllr Macfarlane (West)</b>	*		

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

**In attendance:**

**Officers:** Fiona Fox, Town Clerk and Responsible Financial Officer, Tom Dommett Assistant Town Clerk, Cllr Batchelor, Cllr Davis and Cllr Spender.

**HR/20/023**    **Apologies for absence**  
None.

**HR/20/024**    **Declarations of Interest**  
None.

**HR/20/025**    **Minutes**  
**20/025.1** The minutes of the HR Committee meeting held on the 5th October 2020; copies of these minutes had been circulated and Standing Order 12.1 provided that they may therefore be taken as read.  
**Resolved: Approved**

**20/025.2** Matters arising from the minutes of the HR Committee meeting held on 5th October 2020. **None.**

**HR/20/026 Chairman's Announcements**

**None.**

**HR/20/027 Questions from members of the committee submitted to the clerk in advance of the meeting.**

The Clerk reported that they had received a question from Cllr Nicklin pertaining to item 7.3 the Clerks report, regarding the change of a job title. The Clerk responded that the change in job title came up as a normal part of the appraisal process and the item was included as a courtesy to members of the committee.

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

**HR/20/028 Public Participation**

**There were no petitions, deputations or statements submitted in advance.**

Cllr Davis questioned why he had not seen the confidential agenda papers for this HR Committee meeting. He said he had been advised that as he was not a member of the committee, he had to demonstrate a need to know to be given access to the confidential papers. Cllr Davis said he disagreed with that advice and he would challenge the ruling.

Cllr Spender said he agreed with the points made by Cllr Davis.

Cllr Batchelor said he had grave concerns about the process. [for accessing confidential HR papers]

Cllr Nicklin said he would like to reassure other Councillors, that until a committee had decided something these matters could not be circulated to other committees or Full Council. The HR Committee was just following the process in the correct order for the way in which a council operates.

***Standing Orders were reinstated following public participation.***

**HR/20/029 Clerk's Report**

**HR/20/029.1 Members Noted** that the council reception and Civic Centre were currently closed. Council officers continued to provide services from 8.30am – 4.30pm Monday – Friday inclusive, working from home and were available via email and telephone. The Council would continue to review the Government's advice and would amend current working practices and services as necessary. The café and CCTV remained unaffected.

**HR/20/029.2 Members Noted** the Christmas and New Year closures: The Civic Centre and Warminster Town Council offices would be closed from 1.00pm on Christmas Eve, Thursday 24 December 2020, and would re-open on Monday 4 January 2021. The Clerk was asked how the time off would be accounted for, it was clarified: Monday 28 Bank Holiday, two days

were council given days, the 4<sup>th</sup> day either holiday or TOIL, if available.

**HR/20/029.3** Following discussions it had been agreed that the Parks and Open Spaces Managers role should be renamed Estates Manager to more accurately reflect the work undertaken. Members had been asked to note this. **It was agreed this item be deferred to a future meeting.**

**HR/20/030** **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.**

Cllrs Batchelor, Davis and Spender left the meeting.

**HR/20/031** **Staffing Matters**

The HR Committee considered several new posts for inclusion within the 21/22 budget proposal. A resolution was not reached in this area and the HR Committee requested that a Working Group was established to:

- look at the posts in more detail
- understand if the posts were required
- suggest any changes and,
- make recommendations and report back to the HR Committee on the 21 December 2020.

**Cllrs Brett, Jeffries and Fraser were nominated to the Working Group.**

**The next scheduled meeting for this committee is:  
Monday 21<sup>st</sup> 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](http://www.warminster-tc.gov.uk) or by contacting us at Warminster Civic Centre.*