

2nd February 2021

AGENDA

Dear Councillor

You are summoned to a meeting of the:

HR Committee
on Monday 8th February 2021 at 7pm
To be held online

Membership:

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

Normally, the HR Committee would meet in person and provide an opportunity for members of the public to attend. However, during the current emergency, this is not possible, and the Government have put in place Regulations that allow 'virtual' committees to be convened and held to conduct local authority business.

Warminster Town Council has adopted appropriate procedures to ensure the smooth administration of such virtual meetings.

If you wish to address members in public participation via a written submission please contact admin@warminster-tc.gov.uk at least a day prior to the meeting to enable this to be facilitated.

If you wish to view the meeting please see the link on the Warminster Town Council website www.warminster-tc.gov.uk in the meetings diary.

Copied to all other members for information.

Yours sincerely



Fiona Fox BA (Hons) MCIPD FSLCC
Town Clerk and Responsible Financial Officer

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 (WTC) Code of Conduct issued in accordance with the Localism Act 2011.

3. **Minutes**

3.1 To approve as a correct record, the minutes of the HR Committee meeting held on 21st December 2020; copies of these minutes have been circulated and Standing Order 12.1 provides that they may therefore be taken as read.

3.2 To note any matters arising from the minutes of the HR Committee meeting held on 21st December 2020.

4. **Chairman's Announcements**

To note any announcements made by the chairman.

5. **Questions**

To receive questions from members of the committee submitted to the clerk in advance of the meeting.

***Standing Orders will be suspended
to allow for public participation.***

6. **Public Participation**

To enable members of the public to address the committee with a written submission, an allowance of three minutes per person regarding any item on the agenda and to receive any petitions and deputations. The chairperson will read any statements submitted.

***Standing Orders will be reinstated
following public participation.***

7. **Clerk's Report**

7.1 Staff are continuing to work either from home, or in COVID safe work bubbles. A full service is being provided, including Civic and Democratic Services, with all council meetings continuing via MSTeams. Community engagement continues in various forms, including Facebook, where one of our posts during the snow reached 5,963 people, with 663 likes and shares.

7.2 Elections are still planned for May 2021, with the new town council taking office on the 10th May 2021. Work is underway on a full councillor induction programme, for all members, whether new or returning. This will be presented to the HR Committee in April.

7.3 Staff training continues either in-house or virtually. We make use of free courses when available, such as those offered by Visit Wiltshire. We continue to circulate details of councillor training courses provided by WALC, and others. These courses are very popular, with limited spaces, therefore a quick 'by return', response from members is required.

8. **Health and Safety Report**

See attached.

9. **Communications**

9.1 **The members to** decide on items requiring a press release.

9.2 **The members to** confirm their spokesperson for any item listed on the agenda to report on the committee's decision if required.

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.

10. **Staffing Matters**

10.3 To receive the Clerk's report covering ongoing HR issues. **(Confidential papers attached for committee members only). Members to note or resolve 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.

Next scheduled meeting: Monday 6th April 2021