

28<sup>th</sup> September 2021

Dear Councillor

You are summoned to a meeting of the:

**HR Committee  
on Monday 4<sup>th</sup> October 2021 at 7pm  
To be held**

**Membership:**

<b>Cllr Brett (East)</b> <b>Vice chairman</b>	<b>Cllr Jeffries (North)</b> <b>Chairman</b>
<b>Cllr Davis (East)</b>	<b>Cllr Syme (Broadway)</b>
<b>Cllr Fraser (West)</b>	

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.

If you wish to address members in public participation via a written submission please contact [admin@warminster-tc.gov.uk](mailto: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](http://www.warminster-tc.gov.uk) in the meetings diary.

Copied to all other members for information.

Yours sincerely



**Tom Dommett CILCA**  
**Deputy Town Clerk**

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**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 Tuesday 20<sup>th</sup> July 2021; 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 Tuesday 20<sup>th</sup> July 2021.

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. **Deputy Clerk's Report**

The Office is now open 9am – 4.30pm Monday – Friday. The Civic Centre is taking bookings for events and private hires and all the regular pre-covid hirers have returned.

**Members to note.**

8. **Induction Programme for Councillors**

A briefing with the accountant was held on 28<sup>th</sup> September open to all members to improve their understanding of the Council's budget. Training has been booked or already taken place on Planning via the Wiltshire Association of Local Councils (WALC). Outstanding induction issues are Chairing of Meetings (awaiting a date from WALC) and Neighbourhood Plan Process (awaiting a date from Wiltshire Council)

**Members to note.**

9. **Health and Safety Report**

The HR Committee has responsibility, under its Terms of Reference for the management of the risk assessments. The regular reports, which have been carried out on a monthly, ad hoc, and quarterly basis since the start of the municipal year are completed, and areas for discussion are outlined in the attached review sheet for the period: July 2021 – September 2021 inclusive. **(See attached).**

**Members to note.**

**11. HR consultancy contract**

The Council has used the services of HR Department for over five years. The service includes, but not exclusively, telephone advice, regular meetings, employment law updates and attendance in person. Full details are in the service agreement. **(Circulated at the previous meeting)**. Officer have prepared a report **(attached)** setting out the approaches adopted by similar councils in Wiltshire.

**Members to note.**

**12. Communications**

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

**12.2 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.**

**13. Renewal of the council's HR consultancy contract**

**Members to resolve whether to instruct officer to seek a HR consultancy contract with a different company.**

**14. Staffing Matters**

To receive the Deputy Clerk's reports covering ongoing HR issues. **(See attached).**  
**(Confidential papers attached for committee members only).**

**Members to note or resolve accordingly.**

**15. Recruitment of a Clerk and RFO**

To receive the Mayor's report covering the recruitment of a Clerk and RFO and to appoint an interview panel.

**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](http://www.warminster-tc.gov.uk) or by contacting us at Warminster Civic Centre.*

**Next scheduled meeting: Monday 7<sup>th</sup> February 2022**



## **Municipal Year 2021 – 2022: Q1**

**Risk Assessment – outstanding actions from monthly and quarterly review  
July 2021 - September 2021.**

**BLACK:** notes from last meeting **RED:** update from last meeting **BLUE:** new items

### **Cemeteries/Churchyards**

- No issues

### **Lake Pleasure Grounds**

- There was a small amount of offensive graffiti on the skatepark in July, it was removed as soon as it was discovered.

### **Play Areas**

- The fence at The Heathlands play area had rotted and been pushed over. It has been made safe and a replacement fence has been approved by the Parks and Estates Committee and this is due to be ratified by Full Council.

Portway Play Area – a girl cut her leg on the slide, reported to the council and the sharp area was removed. 13/8/2021

### **Street/Footway Lighting**

- No issues

### **Civic Centre**

- Ongoing problems with the boilers have resulted in several call outs. All are aware that a long-term solution is needed.

### **ICT**

- No issues

### **Cyber and compliance:**

Work is progressing on updating/transferring the website.

### **Investments**

- No issues

### **Newsletters**

A newsletter is underway; this will again appear as an advert in the Warminster Journal.

### **Dewey House**

- No issues

### **Public Toilets Central Carpark**

There were several incidences of vandalism of locks recently. It is likely that the main entrance door on the men's toilets will need replacing at a cost of circa £3000.

### **Public Toilets Lake Pleasure Grounds**

There was vandalism and graffiti of toilets in the park in July, and a lock was damaged, the police informed

There was vandalism of toilets doors in the park in August, CCTV footage enable police to speak to girl involved and since which vandalism has stopped.

**COVID 19**

The council continues to adapt and update its procedures to fall into line with latest government guidance.

## **Report**

### **HR Committee 4th October 2021**

#### **The council's HR consultancy contract**

##### **Background**

The Council has used the services of Hunot HR Ltd for over five years. The service includes, but not exclusively, telephone advice, regular meetings, employment law updates and attendance in person. Full details are in the service agreement.

Members made the decision in July 2021 to renew the contract with the HR Department and there are no cost increases for 2021-2. The fee remains very good value at £200 a month.

Members requested a review of the HR support provided to the Council.

The Council has grown considerably in size since 2016 and it is timely to check that the HR support in place is appropriate for a Council which employs around 25 people and has employees working at several different locations.

The contract with HR Department runs from 23/7/2021 to 22/7/2022. The agreement shall be automatically extended for a period of 12 months (Extended Term) at the end of the Initial Term. Either party may give written notice to the other party, not later than 2 months before the end of the Initial Term or the relevant Extended Term, to terminate the agreement.

##### **Comparison**

Officers contacted 13 other Town Councils in Wiltshire to see what HR support they used. These were: Amesbury, Bradford-on-Avon, Calne, Chippenham, Corsham, Devizes, Marlborough, Melksham, Salisbury, Tidworth, Trowbridge, Westbury and Wootton Bassett

There are five broad approaches used to handling HR issues –

- In house – either dealt with by the Clerk or an HR officer.
- Use a local solicitor
- Use an HR Advisor
- Use one of the big HR Advisors such as Ellis Whittam.

- Use South West Council. They are a politically led, cross-party organisation. The membership comprises all 33 South West Local Authorities plus a range of Associate Members including Police, Fire and Rescue Services, National Parks, Town and Parish Councils, Housing Associations, Schools, Charities and others. It provides HR services for free or at discounted rates for members.

Each approach has pros and cons. The main factors to consider are, cost, range of services provided, insurance cover provided, ease of access to professional advice and the staffing situation at each individual council.

Some of the companies provide a wider range of services, for example covering Health and Safety Advice and Staff Management tools such as apps and software.

## **Members to Note**

### **Financial and Resource Implications**

The current contract costs £2,400 a year.

### **Legal Implications and Legislative Powers**

The Council needs sound HR advice in place to ensure it meets its legal requirements.

### **Environmental Implications**

Officers are not aware of any negative environmental impacts.

### **Risk Assessment**

N/A

### **Crime and Disorder**

Officers are not aware of any issues the council should consider under the Crime and Disorder Act.