

MINUTES
of the Extraordinary HR Committee
held on Wednesday 27th April 2022 at 7.00pm
at Warminster Civic Centre

Membership:

Cllr Brett (East) Vice chairman	*	Cllr Jeffries (North) Chairman	A
Cllr Davis (East)	*	Cllr Syme (Broadway)	A
Cllr Fraser (West)	*		

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom Dommett (Town Clerk & RFO), Judith Halls (Deputy Town Clerk),
Stuart Legg (Parks and Estate Manager)

HR/21/045 Apologies for absence

Apologies were received and accepted from Cllrs Jeffries and Syme.

HR/21/046 Declarations of Interest

There were no declarations of interest were received under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

HR/21/047 Chairman's Announcements

There were no Chairman's announcements.

HR/21/048 Questions

There were no questions from members of the committee that had been submitted to the town clerk in advance of the meeting.

HR/21/049 Public Participation

There were no members of the public in attendance. There were no petitions, deputations, or statements submitted.

HR/21/050 Health and Safety Report

Members had several questions about the Health and Safety Report, asking about the increase in vandalism and graffiti in the toilets and town park. The Parks and Estate Manager explained that this was a different group of youngsters causing issues and it was being monitored. Members asked about the migration of the Warminster Town Council IT System and if would affect their computers, they were advised that it should be a seamless move and if there were any issues Netitude would be on hand to assist.

The Health and Safety Report for January 2022 – March 2022 inclusive was **Noted**.

HR/21/051 Covid 19 Policy

Members discussed the recent changes towards living with Covid and the changes in the law and government guidance. A new Covid policy had been written to ensure how the town council protect its staff and users of council services. The procedures in place are there to prevent the spread of Covid and how staff will need to comply with this.

Full Council had resolved to adopt the Covid Policy and to refer the policy back to the HR Committee for review.

Members unanimously resolved to accept the Covid 19 Policy with the inclusion of working from home where possible and for the policy to be reviewed every 6 months.

HR/21/052 Communications

HR/21/052.1 No communications were requested for this meeting.

HR/21/052.2 No spokesperson was requested.

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/21/053 Staffing Matters

Members received, noted and resolved on an update on internal HR matters.

HR/21/054 HR Advisor Contract Tendering
**Members received, noted and resolved on an update for the HR
Advisor Contract tenders.**

Meeting closed 8.20pm

The next scheduled meeting for this committee is Tuesday 17th May 2022.