

27th January 2025

AGENDA

Dear Councillor

You are summoned to a meeting of the:

HR Committee Meeting
on Monday 3rd February 2025 at 7pm
to be held at
Civic Centre, Sambourne Road, Warminster, BA12 8LB
Membership:

| | |
|--|------------------------------|
| Cllr Allensby (West) Chairman | Cllr Jeffries (North) |
| Cllr Cooper (Broadway) | Cllr Keeble (West) |
| Cllr Fraser (West) | Cllr Parks (North) |

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.

Copied to all other members for information.

Yours sincerely



Tom Dommett CILCA
Town Clerk and Responsible Financial Officer

- Apologies for Absence**
To receive and accept apologies, including reason for absence, from those unable to attend.
- 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 Monday 2nd December 2024. 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 Monday 2nd December 2024.

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 an allowance of three minutes per person regarding any item on the agenda and to receive any petitions and deputations.

7. **Clerks Report**

To receive the Clerk's non-confidential report. **(See attached).**

Standing Orders will be reinstated following public participation.

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.

8. **Health and Safety Report**

The HR Committee has responsibility, all health & safety issues and the relevant required risk assessment for the management of the risk.

Members to note the incident report for October 2024 – January 2025 inclusive. **(See attached) (Confidential papers attached for committee members only).**

9. **Staffing Matters**

To receive the Clerk's reports covering ongoing HR issues.

(See attached) (Confidential papers attached for committee members only).

Members to note or resolve accordingly.

10. **Communications**

The members to decide on items requiring a press release and nominate a spokesperson if required.

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: TBC

HR Committee Meeting: Monday 3rd February 2025

The Clerk's report

7. Staffing Matters - Town Clerk's Report

7.1 National Pay Negotiations 2024/25

Following ballots, the Unions agreed to accept the National Employers full and final offer of an increase of £1,290 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive. Pay points above 43 gained a 2.5% increase.

The pay increase was implemented in December 2024 payroll.

Members to note

7.2 Recruitment of Events Officer

The recruitment of a part-time events officer is underway. Interviews are due to take place w/c 10th February.

Members to note

7.3 Seasonal Staff

The Council employs staff on fixed term contracts to help run the Pavilion Café and to oversee hire of boats on the Lake. These staff are employed mainly during weekends and school holidays.

Members to authorise the employment of fixed-term staff for the Café and boat hire on the Lake for the 2025 season.