

20th March 2017

Dear Councillor

HR COMMITTEE
Monday 27th March 2017 at 7.00pm

Committee membership: Councillors: MacFarlane (Chair)(West), Ridout (Vice Chair) (West), Batchelor (Broadway), Fraser (West), and Jolley (Broadway).
Copied to all other members for information

Your presence is requested at a meeting above meeting of the above committee to be held at Warminster Civic Centre, Sambourne Road, Warminster.

Yours sincerely,

Heather Abernethie

Heather Abernethie FILCM
Town Clerk

Members of the public are welcome to attend meetings of the Council and Committees, unless excluded due to the confidential nature of the business.

AGENDA

1. Apologies

- a) **To receive** apologies from those unable to attend.
- b) **To consider for acceptance** those apologies received with reasons for absence.

2. Minutes

- a) **To approve** as a correct record, the minutes of the HR committee meeting held on Monday 30th January 2017; copies of these minutes have been circulated and Standing Order 17a provides that they may therefore be taken as read.
- b) **To note** any matters arising from the minutes of the HR committee meeting held on Monday 30th January 2017.

3. Declarations of Interest

To receive any declarations of interest under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

4. Chairman's Announcements

To note any announcements made by the Chair.

Standing Orders will be suspended to allow for public participation

5. Public Participation

- a) **To enable** members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda.
- b) **To receive** any petitions and deputations.

6. Reports from Unitary Members

To note reports provided.

7. Health and Safety

To approve the submitted 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 January – March 2107 inclusive. (See attached).

In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

8. Pay Awards

- a) **To approve** the pay award for 2017/2018 with effect from 1st April 2017, which also includes the increase to the living wage for four members of staff. **(Details will be circulated to members at the meeting).**

The public and press will be invited to return to the meeting after item 8a been completed.

- b) **To note** that employer pension contributions will decrease by 0.3% from 21.1% to 20.8% from 1st April 2017.

9. Communications

- a) **The members to** decide on items requiring a press release.
- b) **The members to** confirm their spokesperson for any item listed on the agenda to report on the Council's decision 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.

Risk Assessment – outstanding actions from quarterly review, Jan–Mar 2017

Cemeteries/Churchyards

- There are still unresolved issues with Minster churchyard.

Community Centres

(a) Civic Centre

- The flooring in the men's toilets is lifting because of a leaking pipe within the concrete floor.
- Problems with main heating system are still ongoing. Wheelers were asked to undertake a full review of the complete system but have not done so despite constant chasing. The heating sensor on the roof had been replaced but the shutters in the ceiling are not working correctly so Copheap is being heated but Arn is not. The maintenance contract has now been given to gb heating.
- Wheelers carried out five-year review of electrical installation which showed some elements to be unsatisfactory. Since these were faults with the original installation they were remedied free of charge.
- There is a leak from the shower in the Personal Care Room. Awaiting a part.

(b) Dewey House

- Guttering to be adjusted as water not running towards new downpipes.
- Window in old tea room to be blocked.

Council Property and Documents

- Green Flag application for the park submitted 30th January. Annual Report to be produced for Parish Meeting 10th April.

Employment of Staff

- Key functions of staff to be documented. Operations manual being prepared by all teams. Handover from Heather to Fiona ongoing since 6th March.

Public Conveniences

- Repairs required to toilets in the park. Idverde have quoted, awaiting repairs to be carried out.

Skatepark

- Half pipe being removed starting 10th March as it has reached the end of its life.

Street/Footway Lighting

- Work is ongoing to repair the lighting cabling in the park and bring all columns into working order.