



Minutes

HR Committee

Monday 10th July 2017 at 7.00pm

Committee membership: Cllrs: MacFarlane (Chair) (West), Nicklin (Vice Chair) (West), Fraser (West), Fryer (Broadway) and Ridout (West)

Present:

Councillors: Macfarlane, Nicklin, Ridout.

In attendance:

Officers: Fiona Fox

Public and press: Cllr George Jolley. There were no press present.

HR/17/001 Election of Committee Chairman

Councillor Macfarlane was voted in as chairman for this meeting. Proposed by Councillor Ridout, seconded by Councillor Fraser, unanimous.

HR/17/002 Election of Committee Vice Chairman

Councillor Tony Nicklin was voted in as Vice Chairman, proposed Councillor Macfarlane, seconded Councillor Ridout, unanimous.

HR/17/003 Apologies.

Apologies, with reasons, were received and accepted from Councillors Fryer and Fraser.

HR/17/004 Minutes

HR/17/004.1 The minutes of the meetings held on 27th March 2017 were approved.

HR/17/004.2 There were no matters to note from the meeting held on Monday 27th March 2017

HR/17/005 Declarations of Interests.

There were no declarations of interest reported.

HR/17/006 Chairman's Announcements

The Council had received a prestigious award as part of the local council award scheme. The Chairman was delighted to report that the Council had been awarded the Gold award under the national scheme

Standing Orders were suspended to allow for public participation

HR/17/007 Public Participation

Councillor Jolley spoke on item 11, Town Clerk. Councillor Jolley felt that the new clerk had had “big shoes” to fill which she had managed to do, and in doing so had been accepted and had gained the respect of members, therefore in relation to item 11 to confirm the Town Clerk’s appointment he would support members in their ratification of the new Town Clerks position.

Standing Orders were reinstated

HR/17/008 Reports from Unitary Authority Members

There were none to note.

HR/17/009 Health and Safety

The Health and Safety report had been submitted as per the committees’ terms of reference. These were noted by the committee, proposed Councillor Nicklin, seconded Councillor Ridout.

HR/17/010 Staff Appraisals

Members noted the completion of the annual staff appraisals and that the clerk would be reviewing personal objectives within the next six months.

The following was now under closed session members of the Press and Public were asked to leave the meeting owing to the confidential nature of the following items.

HR/17/011 Town Clerk

Following the successful completion of her probation period members ratified the Town Clerk’s appointment. Two minor amendments were made to her contract of employment namely: the full job title: Town Clerk and Responsible Financial Officer; and hours of work to include a period for lunch. These were unanimously agreed.

HR/17/012 Staffing

Following a recent staff resignation, the Clerk confirmed that a job and person specification had been drawn up for the vacant post. Members agreed for the Clerk to commence the recruitment process and to appoint accordingly.

*The public and press were invited to return to the meeting after item **HR/17/012** had been completed.*

HR/17/013 Press Communications.

HR/17/013.1 The Gold Award. To organise a press release. Members noted that they wished the clerk to thank all those that contributed to the successful application to become a Gold Award Council. To include thanks to the previous clerk, it was suggested this should also include a picture.