

MINUTES
of the HR Committee
held on Monday 15th July 2019 at 7pm
at the Civic Centre, Sambourne Road, Warminster, BA12 8LB

Membership:

Cllr Fraser (East)	*	Cllr Fryer (West)	*
Cllr Jeffries (Copheap)	*	Cllr Robbins (East) Vice-Chairman	*
Cllr Macfarlane (West) Chairman	*		

Key: * Present A Apologies AB Absent

In attendance:

Officers: Tom (Town Clerk and Responsible Financial Officer)

Council Members: Cllr Nicklin, Cllr Batchelor

Public and press: 0 member of the public and 0 press

HR/19/001 Election of Chairman

Cllr Fryer proposed Cllr Macfarlane as Chairman, seconded Cllr Fraser, voting unanimous in favour.

HR/19/002 Election of Vice Chairman

Cllr Jeffries proposed Cllr Robbins as Vice Chairman, seconded Cllr Fryer, voting unanimous in favour.

HR/19/003 Apologies for absence

None

HR/19/004 Declarations of Interest

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

HR/19/005 Minutes

HR/19/005.1 The minutes of the HR committee meeting held on 25th March 2019 were approved and signed by the Chairman.

HR/19/005.2 None

HR/19/006 Chairman's Announcements

None.

HR/19/007 Questions

None.

HR/19/008 Public Participation

None

HR/19/009 Health and Safety

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 were completed and areas for discussion were outlined in a review sheet covering the period April – July 2019 inclusive.

Members noted and accepted the risk assessments.

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/19/010 Renewal of contract with HR department

Members approved the renewal of the contract with HR department for one year. It was noted that these are specialist services under the council financial regulations 11.1.1 (ii). Members requested that next year tenders are sought from HR service providers.

HR/19/011 Staffing Matters

Members received the Clerk's report, and agreed on what actions should be taken.

HR/19/012 Communications

None.

Date of next meeting: 14th October 2019

Minutes from this meeting will be available to all members of the public either from our website www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.