

CHIPPENHAM TOWN COUNCIL HUMAN RESOURCES COMMITTEE

Minutes of a meeting of the Human Resources Committee held at the Town Hall, High Street, Chippenham on Thursday 7th June 2018 at 4pm.

COUNCILLORS: Desna Allen Richard Bambury
Pete Bishop Nick Murry
Michelle Pearce Andy Phillips
David Powell Sandie Webb

OFFICERS: Mark Smith (Chief Executive)
Adrian Jones (Deputy Chief Executive)
Melissa Barnet (Museum Curator)
Gillian Ballinger (Acting Responsible Finance Officer)
Daryl Jones (Corporate Support Manager)

PUBLIC QUESTION TIME

There were no written or verbal questions and no public attended the meeting.

1. APOLOGIES FOR ABSENCE

Apologies for absence was received from Councillors Jenny Budgell and Teresa Hutton.

2. NOTIFICATION OF SUBSTITUTION

Councillor Michelle Pearce substituting for Councillor Jenny Budgell.

3. DECLARATION OF INTEREST

No declarations of interest were received.

4. ELECTION OF CHAIRMAN

The Mayor, Councillor Andy Phillips took the Chair and invited nominations for the post of Chairman of the Human Resources Committee for the ensuing Municipal Year.

Councillor Sandie Webb was proposed by Councillor Pete Bishop and seconded by Councillor Desna Allen. There were no other nominations.

RESOLVED that

Councillor Sandie Webb be the Chairman of the Human Resources Committee for the ensuing Municipal Year.

Councillor Sandie Webb then took the Chair.

5. ELECTION OF VICE-CHAIRMAN

The Chairman invited nominations for the post of Vice-Chairman of the Human Resources Committee for the ensuing Municipal Year.

Councillor Desna Allen was proposed by Councillor David Powell and seconded by Councillor Andy Phillips. There were no other nominations.

RESOLVED that

Councillor Desna Allen be Vice-Chairman of the Human Resources Committee for the ensuing Municipal Year.

6. MINUTES

The minutes of the meeting held on Thursday 1st February 2018 were approved as a correct record and duly signed by the Chairman.

7. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

8. STAFF TRAINING & DEVELOPMENT UPDATE

The Corporate Support Manager presented the report which outlined training activities that have been undertaken by town council staff and councillors in the previous three months.

RESOLVED that

The report be noted.

9. STAFF STRUCTURE AND RECRUITMENT UPDATE

The Deputy Chief Executive presented the report which outlined changes to the staff structure and recent recruitment activities.

RESOLVED that

The report be noted.

10. TO CONSIDER THE ADOPTION OF A CORE VALUES STATEMENT FOR CHIPPENHAM TOWN COUNCIL

The Museum Curator presented the report (which was illustrated with a powerpoint presentation) to consider and adopt a new Core Values Statement and Framework for all persons engaged by the Town Council. Councillors

considered the wording of the core behaviour embracing change and favoured the word 'challenges' instead of 'insufficiencies'.

RESOLVED that

Following changing the word 'challenges' in lieu of 'insufficiencies' in the core behaviour embracing change section, the 'Cultural Change, Values and Behaviours' document as appended (B) to the report was approved and can now be distributed to all staff and used to underpin all future staff recruitment.

11. HUMAN RESOURCE POLICIES

The Chief Executive presented the report to provide an update to the Human Resources Committee with regard to the process to review the Council's suite of Human Resource policies and employment contracts. To agree the process and timeline with regard to the adoption of the Council's suite of Human Resource policies and to receive the first tranche of five policies and formally agree their adoption. Councillors considered the report and made favourable comments on the clarity of the information and welcomed the new suite of policies.

RESOLVED that

The Human Resources Committee

- i) Noted the approach being taken to ensure the timely updating and adoption of Human Resources Policies to ensure that the Town Council has a full suite of updated and formally adopted Human Resource policies.
- ii) Adopted the five draft policies set out at APPENDIX B – F
- iii) Agreed the timeline for the adoption of the remainder policies during 2018, as indicated in APPENDIX A (Tranche 2 September 2018 and Tranche 3 November 2018).
- iv) Adopted the new employment contract and casual working agreement templates set out at APPENDIX G – H

12. SICKNESS AND WELLBEING UPDATE

The Acting Responsible Finance Officer presented the report which outlined the current sickness and absence status. Councillors considered the report and asked how the information compared to previous times.

RESOLVED that

The report be noted and that further information on comparison to previous times would be brought to a future meeting.

13. PRESS RELEASE

No press releases were requested by Councillors.

14. DATE OF NEXT MEETING

The next meeting of the Human Resources Committee will take place at 4pm on Thursday 6th September 2018.

15. EXCLUSION OF THE PUBLIC AND PRESS

Councillors agreed to the passing of the following resolution:

“The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2.

16. UPDATE ON ANY MATTERS RELATING TO STAFF WELFARE, DISCIPLINARY, GRIEVANCE OR COMPLAINTS

The Chief Executive presented a verbal update to the Committee.

The meeting closed at 4.42 pm.

These minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date