

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Human Resources Committee held at the Town Hall, High Street, Chippenham on Thursday 6 September 2018

Councillors: Desna Allen (Vice) Richard Bambury
Pete Bishop Jenny Budgell
Teresa Hutton Nick Murry
Michelle Pearce Andy Phillips
Sandie Webb (Chairman)

Officers Present: Mark Smith (Chief Executive)
Charlotte Starkie (Head of Finance & Administration)
Daryl Jones (Corporate Support Manager)

Public: None

17. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillor David Powell.

18. NOTIFICATION OF SUBSTITUTION

Councillor Michelle Pearce substituting for Councillor David Powell

19. DECLARATION OF INTEREST

No declarations of interest received.

20. MINUTES

To approve as a correct record and to sign the minutes of the Human Resources Committee meeting held on Thursday 7th June 2018.

RESOLVED that

The minutes were approved as a correct record and signed by the Chairman.

21. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements .

22. TO ESTABLISH A PANEL OF THREE COUNCILLORS TO HEAR DISCIPLINARY APPEALS

The Chief Executive presented the report to establish a panel of three councillors for the purpose of hearing and determining disciplinary appeals.

RESOLVED that

Three Councillors of the Human Resources Committee are appointed to the Disciplinary Appeals Panel; populated by Councillors Desna Allen, Nick Murry and Andy Phillips.

22. TO ESTABLISH A PANEL OF THREE COUNCILLORS TO HEAR GRIEVANCE APPEALS

The Chief Executive presented the report to establish a panel of three councillors for the purpose of hearing and determining grievance appeals.

RESOLVED that

Three Councillors of the Human Resources Committee are appointed to the Grievance Appeals Panel; populated by Councillors Pete Bishop, Theresa Hutton and David Powell.

23. TO ESTABLISH A PANEL OF THREE COUNCILLORS TO CREATE THE CHIEF EXECUTIVE'S PERFORMANCE PANEL

To receive a written report from the Chief Executive to establish a panel of three councillors for the purpose of conducting the Chief Executives appraisal process.

RESOLVED that

Three Councillors of the Human Resources Committee are appointed to the Chief Executive Performance Panel; populated by Councillors Richard Bambury, Jenny Budgell and Sandie Webb.

24. STAFF TRAINING AND DEVELOPMENT UPDATE

The Corporate Support Manager presented the report on training and development of staff and councillors.

RESOLVED that

The report be noted.

25. STAFF RECRUITMENT UPDATE

The Head of Finance and Administration presented the report on recent recruitment activities.

RESOLVED that

The report be noted.

26. HUMAN RESOURCE POLICIES

The Chief Executive presented the report to adopt policies related to HR.

RESOLVED that

- i) Councillors noted the approach being taken to ensure the timely updating and adoption of Human Resource Policies to ensure that the Town Council has a full suite of updated and formally adopted Human Resource policies.
- ii) The 14 policies set out in **APPENDIX B** were adopted
- iii) Councillors agreed the timeline for the adopting of the remainder policies during 2018.

27. PRESS RELEASE

No press releases were requested by Councillors.

28. DATE OF NEXT MEETING

The next meeting date of this Committee will take place on Thursday 8 November 2018.

29. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that

“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”.

(The two officers and Councillor Michelle Pearce left the meeting).

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

The Chief Executive gave a verbal update on the above matters.

The meeting closed at 4.45 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