

**CHIPPENHAM TOWN COUNCIL**

Minutes of a Meeting of the Human Resources Committee  
held at the Town Hall, High Street, Chippenham at 4pm on Thursday 8 November 2018

Councillors: Desna Allen (Vice) Richard Bambury  
Pete Bishop Jenny Budgell  
David Powell Sandie Webb (Chairman)

Officers Present: Mark Smith (Chief Executive)  
Adrian Jones (Deputy Chief Executive) (to item 44)  
Charlotte Starkie (Head of Finance & Administration) (to item 44)

Public and Press: None in attendance and no public questions.

**31. APOLOGIES FOR ABSENCE**

Apologies for absence received from Councillor Teresa Hutton, Nick Murry and Andy Phillips.

**32. NOTIFICATION OF SUBSTITUTION**

No notifications of substitution were received.

**33. DECLARATION OF INTEREST**

No declarations of interest were received.

**34. MINUTES**

To approve as a correct record and to sign the minutes of the Human Resources Committee meeting held on Thursday 6 September 2018.

**RESOLVED that**

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

**35. CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements.

**36. SICKNESS AND WELLBEING UPDATE**

The Head of Finance & Administration presented the report to update Councillors on the current sickness absence status.

**RESOLVED that**

The report be noted.

### **37. TRAINING AND DEVELOPMENT UPDATE**

The Head of Finance & Administration presented the report on training and development of staff and Councillors.

#### **RESOLVED that**

The report be noted.

### **38. STAFF RECRUITMENT UPDATE**

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

#### **RESOLVED that**

The report be noted.

### **39. CHRISTMAS EVE**

The Deputy Chief Executive presented the report for Councillors to consider whether Town Council services and facilities remain open on Christmas Eve.

#### **RESOLVED that**

The Town Council closes its facilities on Christmas Eve and that all staff are awarded a discretionary day of annual leave.

### **40. H R POLICIES (FAMILY FRIENDLY)**

The Head of Finance & Administration presented the report to update the Human Resources Committee with regard to the process and to continue to review the adoption of the Council's suite of Human Resource policies facilitating that Councillors receive the third tranche of policies and agree their adoption.

#### **RESOLVED that**

That the 17 policies outlined in Appendix A were agreed and adopted:-

- Adoption
- Anti-Fraud, Bribery & Corruption (Refreshed)
- Capability & Performance Improvement
- Eye Tests
- Flexible Working (plus Application Form)
- Health & Safety
- Job Evaluation
- Lone Working
- Maternity
- Parental Leave
- Paternity
- Pension
- PPE
- Salary & Grading
- Shared Parental Leave
- Stress

- Training & Development

That the policies relating to Adoption, Maternity, Paternity and Parental Leave are merged into one document for ease.

#### **41. APPRENTICE / CHANGE OF GROUND STAFF JD / TECHNICIAN**

The Deputy Chief Executive presented the report proposing changes to the Employment Establishment.

##### **RESOLVED that**

- i) The designation and Terms & Conditions of one of the Street Cleaner posts be changed to that of Grounds Person.
- ii) From 1 April 2019, a new post of Apprentice Grounds Person is created.
- iii) From 1 December 2018, the Terms & Conditions of the post of Technician (Duty Officer) are amended from part-time to full-time.
- iv) The cost of the above amendments as detailed in paragraph 5.0 of the report are included in the draft budget for 2019/20.

#### **42. STAFF REMUNERATION BUDGET PROPOSAL FOR 2019/20**

The Head of Finance & Administration presented the report to inform Councillors of the budget required for staff remunerations (to include gross pay, NI contributions, employer pension contributions, overtime, holiday pay and some allowances / expenses).

##### **RESOLVED that**

A recommendation is made to the Strategy & Resources Committee that the following should be included in the proposed budget for 2019/20:

“A staffing budget of £1,522,000 based on the assumption of a 2% pay award and the agreement to the content of the report prepared by the Deputy Chief Executive”.

#### **43. PRESS RELEASE**

No press releases were requested by Councillors, other than in relation to the Apprentice, for April 2019.

#### **44. DATE OF NEXT MEETING**

The next meeting date of this Committee will take place on Thursday 7 February 2019.

#### **45. 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”.

(Officers left the meeting)

46. **ORGANISATIONAL REVIEW**

The Chief Executive presented the report on an organisational review.

**RESOLVED that**

Councillors agreed to the proposed organisation structure as outlined in Chief Executive's report, with effect from 1 April 2019.

The meeting closed at 6.00pm.

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

DRAFT