



CHIPPENHAM TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
held at the Town Hall, High Street, Chippenham at 4pm on Thursday 7 February 2019

Councillors: Richard Bambury Pete Bishop
 Jenny Budgell Teresa Hutton
 Andy Phillips David Powell
 Sandie Webb (Chairman)

Officers Present: Mark Smith (Chief Executive)
 Adrian Jones (Deputy Chief Executive)
 Daryl Jones (Corporate Support Manager)
 Heather Rae (Democratic and Civic Officer)

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

47. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillor Desna Allen.

48. NOTIFICATION OF SUBSTITUTION

No notifications of substitution were received.

49. DECLARATION OF INTEREST

No declarations of interest were received.

50. MINUTES

To approve as a correct record and to sign the minutes of the Human Resources Committee meeting held on Thursday 8 November 2018.

RESOLVED that

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

51. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

52. UPDATE ON STAFF CHANGES

The Deputy Chief Executive gave a verbal update to Councillors regarding the following staff changes since the last meeting.

- i) The role of Technician/Duty Officer had been made full time.

- ii) A Grounds person had been appointed.
- iv) The role of Duty officer had been split into two part-time roles and filled by casual staff.
- v) The role of Customer Services Saturday position had been filled internally.
- vi) A full time Customer Services employee resigned, this position had now been filled.

RESOLVED that

Councillors noted the update on staff changes.

53. NATIONAL SALARY AWARD 2019-20

The Deputy Chief Executive presented the report on the National Salary Award for 2019-20 and gave a brief summary of the new pay scale changes explaining the change in spinal points and the associated budget implications. As the budget was put together before the pay scale changes were announced, there will be an additional cost which has not been included in the budget. Officers will to their best to ensure that this cost is balanced.

Councillor Andy Phillips requested that Councillors be updated on how the additional cost is balanced, the Deputy Chief Executive noted that this would be done through Strategy and Resources.

RESOLVED that

- i) Councillors noted the National Joint Council for Local Services (NJC) new pay scales for 2019-20 and that the Council is contractually obliged to implement them from April 2019.
- ii) All staff are written to explaining the change in the structure of spinal points and new NJC pay scales that will apply from April 2019.

54. TRAINING AND DEVELOPMENT UPDATE

The Corporate Support Manager presented the report updating Councillors on training and development.

RESOLVED that

The report be noted.

55. INTERVIEW PROTOCOL

The Chief Executive presented the report for Councillors to consider regarding interview protocol. Councillor Teresa Hutton noted that there should be three Councillors on the panel for Tier 2 interviews. The Chief Executive noted this was a drafting error and there shall be three Councillors on the panel for Tier 2 interviews.

RESOLVED that

- i) Councillors adopted the updated interview protocol as outlined in section 3 with one amendment of three Councillors on the interview panel for Tier 2 roles.
- ii) Councillors agreed to a future review date of May 2021.

56. CHIEF EXECUTIVE'S PERFORMANCE REVIEW PANEL

The Chief Executive presented a report for Councillors to consider regarding a meeting of the Chief Executive's Performance Review Panel.

RESOLVED that

A meeting of the Chief Executive's Performance Review Panel will be convened at a date to be agreed during March 2019.

57. PRESS RELEASE

No press releases were requested by Councillors.

58. DATE OF NEXT MEETING

The next meeting date of this Committee will take place on Thursday 6 June 2019.

59. 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".

60. STANLEY PARK SPORTS GROUND - REVIEW OF STAFF POSITION

The Deputy Chief Executive presented the report on the review of a staff position at Stanley Park Sports Ground.

RESOLVED that

Councillors agreed to the recommendations in the report.

61. UPDATE ON ORGANISATIONAL REVIEW

The Chief Executive presented the report updating Councillors on the organisational review.

RESOLVED that

Councillors agreed to the recommendations in the report.

The meeting closed at 4.40pm.

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