



CHIPPENHAM TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee
held at the Town Hall, High Street, Chippenham at 4pm on Thursday 06 June 2019

Councillors: Desna Allen Richard Bambury
 Pete Bishop Jenny Budgell
 Teresa Hutton Andy Phillips
 Nina Phillips David Powell

Officers Present: Mark Smith (Chief Executive)
 Adrian Jones (Deputy Chief Executive)
 Nick Rees (Director of Resources)
 Heather Rae (Democratic Services Manager)

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

The Mayor, Councillor Desna Allen in the Chair

1. APOLOGIES FOR ABSENCE

Apologies for absence received from Councillor Sandie Webb.

2. NOTIFICATION OF SUBSTITUTION

No notifications of substitution were received.

3. DECLARATION OF INTEREST

No declarations of interest were received.

4. ELECTION OF CHAIRMAN

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

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

RESOLVED that

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

5. ELECTION OF VICE-CHAIRMAN

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

Councillor Desna Allen was proposed herself as Vice-Chairman and was seconded by Councillor Jenny Budgell. There were no other nominations.

RESOLVED that

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

Councillor Desna Allen remained in the Chair as Vice-Chairman

6. MINUTES

To approve as a correct record and to sign the minutes of the extraordinary Human Resources Committee meeting held on Thursday 04 April 2019.

RESOLVED that

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

7. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

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

The Vice-Chairman invited nominations for three Councillors to a panel to hear Disciplinary Appeals.

Councillors Pete Bishop, Andy Phillips and Sandie Webb were nominated and with no other nominations it was

RESOLVED that

The Councillors named above be appointed to a panel to hear Disciplinary Appeals.

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

The Vice-Chairman invited nominations for three Councillors to a panel to hear Grievance Appeals.

Councillors Desna Allen, Richard Bambury and Jenny Budgell were nominated and with no other nominations it was

RESOLVED that

The Councillors named above be appointed to a panel to hear Grievance Appeals.

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

The Vice-Chairman invited nominations for three Councillors to a panel to create the Chief Executive's Performance Panel.

Councillors Richard Bambury, Jenny Budgell and Sandie Webb were nominated and with no other nominations it was

RESOLVED that

The Councillors named above be appointed to the Chief Executive's Performance Panel.

11. TRAINING AND DEVELOPMENT UPDATE

The Director of Resources presented the report on the training and development of staff and councillors. It was noted that sixteen training sessions had taken place, four were group sessions and the remaining twelve were one to one sessions.

Councillor Teresa Hutton questioned whether the Council could provide dementia awareness training, officers agreed this will be arranged for councillors and staff.

RESOLVED that

The report be noted.

12. SICKNESS AND ABSENCE

The Director of Resources presented the report updating councillors on sickness and absence within the Town Council noting that there are cases of long term sickness which had increased the average.

RESOLVED that

The report be noted

13. PRESS RELEASE

No press releases were requested by Councillors.

14. DATE OF NEXT MEETING

The next meeting date of this Committee will take place on Thursday 05 September 2019. There will be an additional extraordinary meeting on Thursday 27 June 2019.

15. 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”.

16. CHIPPENHAM MUSEUM - RESTRUCTURING PROPOSAL

The Deputy Chief Executive presented the report on the restructuring proposal at Chippenham Museum.

RESOLVED that

i) Councillors agreed to the recommendations as per the report.

17. CUSTOMER SERVICES - RESTRUCTURING PROPOSAL

The Chief Executive presented the report on the restructuring proposal for Customer Services.

RESOLVED that

i) Councillors agreed to the recommendations as per the report.

18. VERBAL STAFFING UPDATE

The Chief Executive updated councillors on three staffing matters including the resignation of the Deputy Chief Executive. Councillors extended their thanks to the Deputy Chief Executive for his support and dedication to Chippenham Town Council.

RESOLVED that

Councillors noted the verbal update.

The meeting closed at 4.36pm.

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