



Minutes of a meeting of the Human Resources Committee held at the Town Hall, High Street, Chippenham on 05 September 2019 at 4pm.

Councillors present:

Desna Allen (Vice)

Pete Bishop

Teresa Hutton

Nina Phillips

Sandie Webb (Chair)

Richard Bambury

Jenny Budgell

Andy Phillips

David Powell

Officers present: Mark Smith, Chief Executive
Nick Rees, Director of Resources
Barry Pirie, Director of Community Services
Heather Rae, Democratic Services Manager

Public present: There were no members of the public present.

PUBLIC QUESTION TIME

There were no written or verbal questions from any member of the public.

25. APOLOGIES FOR ABSENCE

No apologies for absence were received.

26. NOTIFICATION OF SUBSTITUTION

No notifications of substitution were received.

27. DECLARATION OF INTEREST

No declarations of interest were received.

28. MINUTES

To approve as a correct record and to sign the minutes of the meeting held on Thursday 06 June 2019 and the extraordinary meeting held on Thursday 27 June 2019.

Councillor Teresa Hutton noted that she had been nominated to the Grievance Appeals Panel not Councillor Richard Bambury and asked for this to be amended.

RESOLVED that

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

29. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed the Interim Director of Community Services, Barry Pirie to the meeting.

30. TRAINING AND DEVELOPMENT UPDATE

The Director of Resources presented the report detailing staff training and development undertaken in the last quarter.

Councillor Nina Phillips asked whether there could be some training organised for councillors on the subject of Excel. It was agreed that the answer to this be circulated to all councillors.

RESOLVED that

The report be noted.

31. PRESS RELEASE

Councillors agreed that following the recent dementia awareness event it could be shared that councillors and officers have become dementia friends.

32. DATE OF NEXT MEETING

The next meeting date of this Committee will take place on Thursday 07 November 2019.

33. 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”.

34. PLANNING OFFICER REPORT

The Chief Executive presented the confidential report to Councillors.

RESOLVED that

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

The Chief Executive gave a verbal staffing update and noted this would be included on future agendas.

The meeting closed at 4.30 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

DRAFT