



Minutes of a meeting of the Human Resources Committee held at the Town Hall, High Street, Chippenham on 07 November 2019 at 4pm.

Councillors present:

Desna Allen (Chair)

Jenny Budgell

Andy Phillips

David Powell

Pete Bishop

Teresa Hutton

Nina Phillips

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.

35. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors Richard Bambury and Sandie Webb.

36. NOTIFICATION OF SUBSTITUTION

No notifications of substitution were received.

37. DECLARATION OF INTEREST

No declarations of interest were received.

38. MINUTES

To approve as a correct record and to sign the minutes of the meeting held on Thursday 05 September 2019.

RESOLVED that

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

39. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements from the Chairman.

40. TRAINING AND DEVELOPMENT UPDATE

The Director of Resources presented the report on behalf of the Business Support Manager detailing staff training and development undertaken since the last meeting on 05 September 2019.

RESOLVED that

The report be noted.

41. SICKNESS AND WELLBEING UPDATE

The Director of Resources presented the report detailing the levels of sickness and absence. It was noted that the Council has an average of 1.3 sick days per annum which is the lowest it had been in the last three years.

RESOLVED that

The report be noted.

42. STAFFING BUDGET PROPOSAL 2020/21

The Director of Resources presented the report on the staffing budget proposal for 2020/21. Councillor Andy Phillips questioned when the national pay award would be finalised, it was noted that there are national negotiations taking place and it could be autumn next year.

Councillors questioned the vacancy factor of £10,000 that had been included in the proposal. Councillor Jenny Budgell proposed that this vacancy factor be removed and the staffing budget proposal for 2020/21 be £2, 035,800. It was seconded by Councillor Teresa Hutton and with the majority in favour it was

RESOLVED that

The Human Resources Committee make a recommendations to S&R that the staffing budget for 2020/21 is set at £2,035,800.

43. CHRISTMAS OPENING HOURS

The Chief Executive presented the report detailing the proposed Christmas opening hours for 2019/20.

RESOLVED that

i) Chippenham Town Council Christmas opening hours 2019/2020 be:

Tues 24 Dec - Open as usual and closed from 12pm
Wed 25 - Christmas Day - closed
Thurs 26 - Boxing Day - closed
Fri 27 - open as usual
Sat 28 - open as usual
Sun 29 - closed as usual
Mon 30 - open as usual
Tues 31 - open as usual
Wed 1 Jan 2020 - New Year's Day - closed
Thurs 2 - open as usual

ii) Staff who are required to work a full day on Christmas Eve receive a half day of TOIL to be taken at a separate time.

44. 9 MONTH REVIEW OF NEW ORGANISATIONAL STRUCTURE

The Chief Executive presented the report detailing the progress of the new organisational structure. It was noted that the Council received positive feedback following the recent Peer Review. The Chief Executive stated that since implementation there had been four changes and that future changes might be needed. The importance of recognising when structures need changing and being flexible was highlighted. Councillor David Powell noted that the position of the Market and Compliance Manager has had a positive impact on the Town and improved the presence of the Town Council in the centre of Chippenham.

RESOLVED that

The report be noted.

45. PRESS RELEASE

Councillors requested that the Christmas Opening hours be published.

46. DATE OF NEXT MEETING

The next meeting date of this Committee will take place on Thursday 06 February 2020.

47. 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”.

48. STARTERS AND LEAVERS

The Chief Executive presented the confidential report to Councillors detailing the starters and leavers at the Council from April 2019 to September 2019.

RESOLVED that

Councillors noted the report.

49. STAFFING UPDATE

There were no necessary confidential staffing updates given.

The meeting closed at 4.32pm.

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