



Minutes of a meeting of the Human Resources Committee held at the Town Hall, High Street, Chippenham on 06 February 2020 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

Barry Pirie, Director of Community Services

Heather Rae, Democratic Services Manager

Paul Harvey, Head of Leisure Services (Acting)

**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.

**50. APOLOGIES FOR ABSENCE**

There were no Apologies of absence received from Councillors.

**51. NOTIFICATION OF SUBSTITUTION**

No notifications of substitution were received.

**52. DECLARATION OF INTEREST**

No declarations of interest were received.

**53. MINUTES**

To approve as a correct record and to sign the minutes of the meeting held on Thursday 07 November 2019.

**RESOLVED that**

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

#### **54. CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements from the Chairman.

#### **55. HR POLICIES UPDATE**

The Director of Community Services presented the report regarding an update to HR Policies. It was noted that the HR Policies were advised by an external HR consultant and adopted in 2018 but some recommendations of the peer review and administrative changes had now been incorporated. The update included changes to include correct job roles, and amendments to the Overtime and TOIL Policy and the Annual Leave Policy, to clarify TOIL rules and usage and to include the opportunity for employees to buy or sell annual leave.

Councillor Jenny Budgell questioned the wording on page 17 noting that contracts usually state 28 days including bank holidays. The Chief Executive agreed to amend the third bullet point on page 17 of the Annual Leave Policy to include that the figure of 23 is exclusive of bank holidays. Councillor Jenny Budgell questioned whether there would be a cap on the number of employees that apply for extra holiday and how the Council could ensure fairness. The Director of Community Services noted this would be the responsibility of line managers to assess.

Councillor Andy Phillips questioned the definition of exceptional circumstances and how an employee could fail to gain authorisation for TOIL. The Director of Community Services noted that the line manager would determine if the employee meets exceptional circumstances and the Chief Executive noted that the failure to gain authorisation safeguards the Council to stop TOIL being manufactured.

#### **RESOLVED that**

Councillors approved the recommended changes to the following HR policies:

- a) Changes to nomenclature of officer posts to align with the current organisational structure.
- b) Changes to the Overtime and TOIL policy at **APPENDIX A**.
- c) Changes to the Annual Leave policy at **APPENDIX B**.

#### **56. ABORICULTURAL OFFICER**

The Chief Executive presented the report regarding the creation of an Aboricultural Officer role. The report sought approval from Councillors to appoint to the role on a two year fixed term basis. The responsibilities of trees through devolution were explained including the insurance process. It was noted that an arrangement had been agreed with insurers that if the Council identify, inspect and develop a management plan, they provide insurance cover.

It was noted that Wiltshire Council would provide an officer to help with the initial work, this would support the Aboricultural Officer.

Councillor Pete Bishop questioned what the net cost of employing the Arboricultural Officer would be. The Chief Executive noted that it wouldn't be a strain on the budget for next year as the funding would be found from outside of the council's agreed revenue budget for 2020/2021.

Councillor Pete Bishop noted that Wiltshire Council had provided free tree wardens previously and questioned whether they had been considered to top up or instead of this role. The Chief Executive noted that the Council need to be legally compliant and maintain the tree stock properly, so the tree wardens would be investigated as a supplement but not to replace the Officer role.

Councillor Richard Bambury questioned what arrangements are in place for the trees we are responsible for currently and how many extra trees we would be responsible for. The Director of Community Services stated that the Council have clear management plans for Monkton Park and John Coles Park including tree maintenance. The additional areas such as donkey fields need to be reviewed and assessed. The trees on amenity land need to be properly mapped and tagged to ascertain numbers and a subsequent maintenance plan requires development.

**RESOLVED that**

Councillors approved to appoint to the role of Arboricultural Officer and noted the recruitment arrangements.

**57. CHARITIES PROTOCOL**

The Chief Executive presented the Charities Protocol to Councillors.

**RESOLVED that**

The Charities Protocol be adopted.

**58. DIRECTOR OF COMMUNITY SERVICES**

The Chief Executive presented the report regarding the role of Director of Community Services and the planned recruitment process. It was noted that the role needs to be replaced, with as small a gap as possible. The Chief Executive thanked Barry Pirie for his hard work in the role and noted that he would be flexible to help get someone in post and support the recruitment process. The Chairman thanked Barry Pirie for his flexibility.

Councillor Desna Allen questions whether the job description would be amended. The Chief Executive noted that it would not require amending at this stage.

The Chairman asked for volunteers to be nominated to form the interview panel in line with the agreed interview Protocol, Councillor Desna Allen and Councillor Pete Bishop were nominated in addition to the Leader of the Council.

**RESOLVED that**

- a) The recruitment timeline be noted.
- b) Councillor Desna Allen and Councillor Pete Bishop be nominated to form the appointments panel for the interview process (*at a date yet to be determined*), along with the Leader of the Council in line with the council's interview protocol.

**59. HEAD OF LEISURE SERVICES**

The Chief Executive presented the report regarding role of Head of Leisure Services and the planned recruitment process. It was noted that Paul Harvey had stepped up in the interim and the favoured approach would be to replace the post on a like for like basis. If approved the recruitment campaign would begin next week with the interview taking place in early March.

The Chairman asked for volunteers to be nominated to form the interview panel, Councillor Sandie Webb and Councillor Andy Phillips were nominated.

**RESOLVED that**

- a) The recruitment arrangements for the Head of Leisure Services be noted.
- b) Councillor Sandie Webb and Councillor Andy Phillips be nominated to form the appointments panel for the interview process (*at a date yet to be determined*), in line with the council's interview protocol.

**60. GROUNDSPERSON**

The Chief Executive presented the report regarding the role of Groundsperson at Stanley Park Sports Ground and the planned recruitment process.

**RESOLVED that**

The recruitment arrangements for the Stanley Park Groundsperson be noted.

**61. TRAINING AND DEVELOPMENT UPDATE**

The Democratic Services Manager presented the report on behalf of the Business Support Manager detailing staff training and development undertaken since the last meeting on 07 November 2020.

The Chairman noted that the Finance Working Party could consider increasing the training budget for next year to cover Councillor training after the election.

**RESOLVED that**

The report be noted.

**62. STARTERS AND LEAVERS**

The Chief Executive presented the report on behalf of the Finance Manager detailing the levels of sickness and absence. It was noted that it would be useful for the starters and leavers report to be broken down into casual and full time staff, all agreed. The Chairman also noted that a breakdown of departments would be useful.

**RESOLVED that**

The report be noted and future Starters and Leavers reports include details of casual and full time staff and from which departments.

**63. ITEMS FOR COMMUNICATION**

Councillors did not request any specific items for communication. Councillors requested that the Youth Council consider the new role of the Aboricultural Officer at the Council and give Councillors their opinion on this.

**64. DATE OF NEXT MEETING**

The next meeting date of this Committee will take place on Thursday 04 June 2020.

**65. 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”.

**66. STAFFING UPDATE**

The Chief Executive reported that there were no cases of long term sick and no current disciplinary or grievance cases.

It was noted that the Council are carrying out a refresh of the staff appraisal process, which will begin on 03 march with the Chief Executive’s performance review conducted by the Chief Executive’s Performance Panel. It was noted that Monahans were coming in to do a series of training sessions for ECMT and CMT staff. The Chairman thanked the Chief Executive for his work on staffing issues over the last three years.

The meeting closed at 4.45 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