



Minutes of an extraordinary meeting of the Human Resources Committee held virtually on Zoom platform Thursday 3 September 2020 at 4pm.

Councillors present:

Desna Allen (Vice)

Pete Bishop

Teresa Hutton

Nina Phillips

Sandie Webb (Chairman)

Richard Bambury

Jenny Budgetell

Andy Phillips

David Powell

Officers present:

Mark Smith, Chief Executive

Barry Pirie, Director of Community Services

Nick Rees, Director of Resources

Michael Weeks, Democratic and Civic Officer

Daryl Jones, Business Support Manager

Gillian Ballinger, Finance Manager

Helen Bywater, Corporate Support Officer

Ann Chard, Administrative Services Officer - Planning

Public present: None present.

PUBLIC QUESTION TIME

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

14. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors Jenny Budgetell and David Powell.

15. NOTIFICATION OF SUBSTITUTION

No notifications of substitution were received.

16. DECLARATION OF INTEREST

No declarations of interest were received.

17. MINUTES

To approve as a correct record and to sign the minutes of the meeting held on Thursday 16 July 2020.

RESOLVED that

The minutes were approved as a correct record and will be signed by the Chairman at a later date.

18. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements from the Chairman.

19. TO ESTABLISH THE FOLLOWING PANELS OF THE HUMAN RESOURCES COMMITTEE FOR THE MUNICIPAL YEAR 2020/21:

i) DISCIPLINARY PANEL

The 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.

ii) GRIEVANCE AND COMPLAINTS PANEL

The Chairman invited nominations for three Councillors to a panel to hear Grievance and Complaints.

Councillors Desna Allen, Jenny Budgell and Teresa Hutton were nominated and with no other nominations it was

RESOLVED that

The Councillors named above be appointed to a panel to the Grievance and Complaints Panel.

iii) CHIEF EXECUTIVE'S PERFORMANCE REVIEW PANEL

The 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.

20. REFRESH OF THE PROTOCOL FOR THE INVOLVEMENT OF COUNCILLORS IN THE INTERVIEW PROCESS FOR OFFICER POSITIONS

The Chief Executive presented the report regarding administrative changes to the Interview Protocol and to clarify the role of Councillors and Officers in the interview process.

Councillors considered and agreed the report with the exception of Tier 2 whereby they wanted the Chair of the Interview Panel to be the Leader of the Council rather than an officer.

RESOLVED that

A change be made to the Interview Protocol to reflect that with regard to Tier 2, the Leader of the Council would chair the Interview Panel, and then the Interview Protocol be adopted and future reviewed in May 2021.

21. TRAINING AND DEVELOPMENT UPDATE

The Business Support Manager presented the report updating Councillors on training and development of staff and Councillors since February 2020.

RESOLVED that

The report be noted.

22. STAFFING UPDATE

The Finance Manager presented the report updating Councillors on council staff starters and leavers.

RESOLVED that

The report be noted.

23. ITEMS FOR COMMUNICATION

Councillors did not request any specific items for communication.

24. DATE OF NEXT MEETING

The next meeting date of this Committee will take place on Thursday 05 November 2020.

25. 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”.

26. VERBAL STAFFING UPDATE

The Chief Executive presented a verbal report updating Councillors on staffing matters. Councillor Desna Allen was pleased with the excellent report and praised everyone on their commitment.

RESOLVED that

The report be noted.

The Chief Executive left the meeting

27. CHIEF EXECUTIVE REVIEW

The Director of Community Services presented a review on the role of the Chief Executive.

RESOLVED that

The recommendation in the report be agreed subject to an amendment to the SCP increase proposed for 1 April 2021.

The meeting closed at 4.55 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