



Minutes of a meeting of the Human Resources Committee held virtually on Zoom platform
Thursday 04 February 2021 at 4pm.

Councillors present:

Desna Allen (Vice)	Pete Bishop
Jenny Budgell	Teresa Hutton
Sandie Webb (Chairman)	

Officers present: Mark Smith, Chief Executive
Matt Kirby, Director of Community Services
Nick Rees, Director of Resources
Daryl Jones, Business Support Manager
Gillian Ballinger, Finance Manager
Helen Bywater, Corporate Support Officer
Heather Rae, Democratic Services Manager
Michael Weeks, Democratic and Civic Officer

Public present: None present.

PUBLIC QUESTION TIME

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

45. APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors Richard Bambury, Andy Phillips, Nina Phillips and David Powell.

46. NOTIFICATION OF SUBSTITUTION

No notifications of substitution were received.

47. DECLARATION OF INTEREST

No declarations of interest were received.

48. MINUTES

The minutes of the meeting held on Thursday 05 November 2020 were proposed by Councillor Sandie Webb and seconded by Councillor Desna Allen.

RESOLVED that

The minutes of the meeting held on Thursday 05 November 2020 were approved as a correct record and will be signed by the Chairman at a later date.

49. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements from the Chairman.

50. ADOPT PAY PROTECTION POLICY

The Chief Executive presented the report on the Pay Protection Policy and highlighted that Salary would be protected for a period of 12 months.

Councillor Jenny Budgell questioned whether this policy would form part of the redundancy process, if another role is offered at a lower salary, the officer could accept this role but be paid at the higher salary for 12 months. The Chief Executive confirmed that a conversation about redeployment to a suitable alternative role would ordinarily form part of any redundancy consultation. The Chief Executive confirmed that the Council's HR partners had been consulted for advice during the development of this policy.

RESOLVED that

The Pay Protection Policy be adopted as an addition to the Council's existing suite of HR policies.

51. URGENT ACTION BETWEEN MEETINGS

The Chief Executive presented the Urgent Action Form detailing the decision made under delegated authority in line with Standing Order 11.4 on 16 December 2020. The adoption of a COVID-19 Absence Policy to specifically deal with absence from the workplace due to COVID-19 related issues was noted.

RESOLVED that

The decision made under delegated authority on 16 December 2020 to adopt a COVID-19 Absence Policy to specifically deal with absence from the workplace due to COVID-19 related issues was noted.

52. UPDATE ON STARTERS AND LEAVERS

The Finance Manager presented the report updating Councillors on staff starters and leavers of the Council. It was noted that there are 99 employees including 24 Councillors, due to one vacancy there are currently 23 Councillors. It was noted that from November 2020 to January 2021 there were four new starters and one leaver.

RESOLVED that

Councillors noted the report.

53. TRAINING AND DEVELOPMENT UPDATE

The Business Support Manager presented the report updating Councillors on the training and development of staff and Councillors since November 2020. It was noted that training had taken place virtually and that the budget spend to date was £10,852. It was noted that the Accounts Apprentice had successfully attained AAT Level 2 with merit. The Chairman questioned how the Modern.gov training for officers had gone and what the timeline would be for Councillors. The Democratic Services Manager confirmed the officer training included the setting up of agendas and meetings but the training session for Councillors would be about half an hour, it was noted that a relevant report will be taken to the Strategy and Resources Committee on 17 February 2021.

RESOLVED that

Councillors noted the report.

54. ITEMS FOR COMMUNICATION

Councillors requested that the achievement of the Accounts Apprentice be shared on social media with her consent.

55. DATE OF NEXT MEETING

The next meeting of the Human Resources Committee will take place on Thursday 03 June 2021. It was noted that there will be an Extraordinary Human Resources Committee meeting on 25 March 2021.

56. 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”.

Four officers left the meeting.

57. VERBAL STAFFING UPDATE

The Chief Executive gave a verbal update to Councillors on staffing matters.

RESOLVED that

Councillors noted the update.

The meeting closed at 4.20 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