



Minutes of an extraordinary meeting of the Human Resources Committee held virtually on Zoom platform Thursday 25 March 2021 at 4pm.

Councillors present:

Desna Allen (Vice)	Richard Bambury
Pete Bishop	Jenny Budgell
Teresa Hutton	Andy Phillips
Nina Phillips	David Powell
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
Helen Bywater, Corporate Support Officer
Heather Rae, Democratic Services Manager
Michael Weeks, Democratic and Civic Officer

In Attendance: Ian Morgan, Head of HR, South West Councils
Public present: None present

PUBLIC QUESTION TIME

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

58. APOLOGIES FOR ABSENCE

No apologies of absence were received.

59. NOTIFICATION OF SUBSTITUTION

No notifications of substitution were received.

60. DECLARATION OF INTEREST

No declarations of interest were received.

61. CHAIRMAN'S ANNOUNCEMENTS

The Chairman highlighted the work undertaken in setting up the Community Hub, the officers involved were thanked for their work on this which was in accordance with the Council's Corporate Strategic Objectives. The Chairman outlined work undertaken to

including establishing Charity status, appoint trustees, organise two years rent free and grant applications.

The Chairman informed the Human Resources Committee that the Democratic Services Manager and the Corporate Support Officer have both successfully completed the Certificate in Local Council Administration, commonly known as CiLCA which is a fantastic achievement. The Council has four officers who hold the CiLCA qualification and two officers currently undertaking the qualification. This is a testament to the Chief Executive's ambition and work over the last four years.

The Chairman invited the Vice Chairman to speak. The Vice Chairman added congratulations to officers who had achieved CiLCA and noted that any of these individuals could take up positions as Town Clerk or CEO. It was highlighted that Chippenham Town Council benefitted from a Chief Executive who is proactive in enabling officers to reach their potential, and it had been discouraging at recent meetings where Councillors had disregarded professional advice from officers and undermined the Chief Executive. The assumption that Councillors know better gives the public the impression that our officers are less than qualified professionals and this is patently not the case.

62. FLEXIBLE WORKING POLICY

The Corporate Support Officer presented the report on the Flexible Working Policy and highlighted that the existing policy only allowed requests for permanent changes to working arrangement and did not cover working from home or weekly changes to work schedules. The draft policy had been consulted with the Extended Corporate Management Team and used knowledge gained from working remotely through the pandemic. With all in favour it was;

RESOLVED that

The revised Flexible Working Policy be adopted.

63. ITEMS FOR COMMUNICATION

Councillors did not request any specific items for communication.

64. 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 20 April 2021 at 4pm.

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”.
Four officers left the meeting.

66. JOB EVALUATION

The Chief Executive presented the report and invited the Director of Resources to cover the financial implications. It was highlighted that South West Councils had been commissioned to undertake job evaluations following a report to the Human Resources Committee in November 2020. The Chief Executive invited the Head of HR at South West Councils to present the report. With the majority in favour, it was;

RESOLVED that

- i) Councillors approved the recommendations contained in the report from the South West Councils to adopt a new pay and grading structure for the Extended Corporate Management Team as from 01 May 2021.
- ii) Councillors noted the budgetary implications of the recommendations.

67. EXTENDED CORPORATE MANAGEMENT TEAM JOB REALIGNMENT

The Chief Executive presented the report outlining job realignment within the Extended Corporate Management Team. With all in favour, it was;

RESOLVED that

Councillors agreed to the realignment of job roles and the associated recruitment of staff as set out in this report to be implemented as from 01 May 2021.

68. APPRENTICES UPDATE

The Director of Resources presented a report updating on the apprentices. With all in favour, it was;

RESOLVED that

Councillors agreed to the recommendations in the report.

The meeting closed at 5.10pm.

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