



Minutes of a meeting of the Human Resources Committee held in the Town Hall on Thursday 03 June 2021 at 4pm.

**Councillors present:**

Desna Allen (Chair - Part)	Jenny Budgetell
Pete Cousins	Bill Douglas
Robert Giles (Vice Chair - Part)	Angie Litvak-Watson
Kathryn Macdermid	John Scragg (Chair - Part)
Matthew Short	Myla Watts

**Officers present:** Mark Smith, Chief Executive  
Matt Kirby, Director of Community Services  
Nick Rees, Director of Resources  
Gillian Ballinger, Head of Finance  
Heather Rae, Head of Democratic Services  
Helen Bywater, Head of Corporate Support  
Kieran Moore, Technician/Duty Officer

**Public present:** None present

**PUBLIC QUESTION TIME**

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

**The Mayor of Chippenham, Councillor John Scragg in the Chair**

**1. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**2. NOTIFICATION OF SUBSTITUTION**

No notifications of substitution were received.

**3. DECLARATION OF INTEREST**

No declarations of interest were received.

**4. ELECTION OF CHAIRMAN**

The Chairman invited nominations for Chairman of the Human Resources Committee. Councillor Matthew Short was proposed by Councillor Pete Cousins and seconded by

Councillor Myla Watts. Councillor Desna Allen was proposed by Councillor Jenny Budgetell and seconded by Councillor Bill Douglas.

A vote was taken and with the majority in favour of Councillor Desna Allen as Chairman, it was;

**RESOLVED that**

Councillor Desna Allen be elected Chairman of the Human Resources Committee for the municipal year 2021/22.

**Councillor Desna Allen in the Chair**

**5. ELECTION OF VICE CHAIRMAN**

The Chairman invited nominations for Vice Chairman of the Human Resources Committee. Councillor Matthew Short was proposed by Councillor Pete Cousins and seconded by Councillor Myla Watts. Councillor Robert Giles was proposed by Councillor Jenny Budgetell and seconded by Councillor Bill Douglas.

A vote was taken and with the majority in favour of Councillor Robert Giles as Vice Chairman, it was;

**RESOLVED that**

Councillor Robert Giles be elected Vice Chairman of the Human Resources Committee for the municipal year 2021/22.

**6. CHAIRMAN'S ANNOUNCEMENTS**

i) The Chairman highlighted that confidential items are not for discussion outside of a confidential meeting or with wider Councillors that are not on the Committee.

ii) The Chairman noted that an item to appoint Councillors to the Human Resources panels was omitted from the agenda, it is proposed that an Extraordinary Human Resources meeting be held at an appropriate time to ensure this administration is carried out.

**7. DEMOCRATIC SERVICES OFFICER**

The Head of Democratic Services presented the report proposing the conversion of the part-time role of Administrative Services Officer - Planning into a full-time role of Democratic Services Officer. Councillors recognised the need for the revision and with all in favour, it was;

**RESOLVED that**

Councillors agreed to replace the part-time role of 'Administrative Services Officer - Planning' with a full-time role of 'Democratic Services Officer' at a total additional cost of £8,655.

**8. ADOPTION OF LEAVERS POLICY, FORM AND EXIT INTERVIEW**

The Head of Corporate Support presented the proposed Leavers Policy, Form and Exit Interview process. Councillors supported the introduction of an optional Exit Interview and the Head of Corporate Support highlighted that the Council use an external HR company to advise on any individual matters that arise. With all in favour, it was;

**RESOLVED that**

Councillors adopted the new Leavers Policy, Employee Leavers Form and Exit Interview process.

**9. REVISED ANNUAL LEAVE POLICY**

The Head of Corporate Support presented the revised Annual Leave Policy following a previous update that was presented to Council allowing employees to purchase or sell annual leave up to a maximum of five working days, the revisions clarified the particulars of this process. With all in favour, it was;

**RESOLVED that**

Councillors approved the proposed changes to the Annual Leave Policy.

**10. REVISED EYE TEST POLICY**

The Head of Corporate Support presented the revised Eye Test Policy noting the legal requirement to provide this service to employees who regularly use display screen equipment. The current arrangements are with one company, the revised Policy will enable the employee to go to any optician. With all in favour, it was;

**RESOLVED that**

Councillors agreed to adopt the revised Eye Test Policy.

**11. TRAINING AND DEVELOPMENT UPDATE**

The Head of Corporate Support presented an update on training and development activities undertaken by staff and Councillors in the last three months.

**RESOLVED that**

Councillors noted the contents of the report.

**12. UPDATE ON STARTERS AND LEAVERS**

The Head of Finance presented an update to Councillors that there had been no starters and six leavers from the Council from January 2021 to April 2021, and the majority of these were casual staff.

**RESOLVED that**

Councillors noted the report.

13. **ITEMS FOR COMMUNICATION**

Councillors did not request any specific items for communication.

14. **DATE OF NEXT MEETING**

The next meeting of the Human Resources Committee will take place on Thursday 02 September.

15. **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”.  
One officer left the meeting.

16. **VERBAL STAFFING UPDATE**

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

**RESOLVED that**

Councillors noted the update.

The meeting closed at 4.31pm.

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