



Minutes of a meeting of the Human Resources Committee held in the Town Hall on Thursday 02 September 2021 at 7pm.

Councillors present:

Desna Allen (Chairman)

Jenny Budgell

Pete Cousins

Robert Giles (Vice-Chairman)

Gemma Grimes

Kathryn Macdermid

David Poole

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
Donna Uglow, Corporate Support Assistant
Kieran Moore, Technician/Duty Officer
Jessica Mantell, Democratic Services Officer

Public present: There were two members of the public present.

PUBLIC QUESTION TIME

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

22. APOLOGIES FOR ABSENCE

There were apologies for absence from Councillor Matthew Short due to attending a funeral, Councillor Myla Watts due to family reasons, and Councillor Angie Litvak-Watson and no reason was given.

23. NOTIFICATION OF SUBSTITUTION

Councillor Gemma Grimes was substituting for Councillor Angie Litvak-Watson and Councillor David Poole was substituting for Councillor Matthew Short.

24. DECLARATION OF INTEREST

No declarations of interest were received.

25. **MINUTES**

It was agreed that the minutes of the meeting held on 16 June 2021 were a correct record, they were proposed by Councillor Jenny Budgell and seconded by Councillor Robert Giles.

RESOLVED that:

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

26. **CHAIRMAN'S ANNOUNCEMENTS**

- i) The Chairman welcomed the new Democratic Services Officer, Jessica Mantell to the meeting.
- ii) The Chairman reminded Councillors to use their microphones throughout their meeting.

27. **MARKET FORCES SUPPLEMENT POLICY**

The Chief Executive presented a report regarding the adoption of a Market Forces Supplement Policy. Herein this policy, the grading, and therefore the salary range, of all posts is determined by the outcome of job evaluation. Councillor Robert Giles proposed that Councillors adopt the Market Forces Supplement Policy as an addition to the existing suite of HR policies, seconded by Councillor Jenny Budgell. With all in favour, it was;

RESOLVED that:

Councillors approved the Market Forces Supplement Policy.

28. **STAFF SURVEY RESULTS**

The Head of Corporate Support presented a report regarding the results of a survey of Town Council staff and an action plan which seeks to address the lowest scoring questions. The Chief Executive Officer of The Change Corporation, who addressed the meeting via live stream, gave an update. With all in favour, it was;

RESOLVED that:

- (i) Councillors noted the report.
- (ii) Councillors accepted the action plan.

29. **REVISED HEALTH AND SAFETY POLICY**

The Head of Corporate Support presented the Council's Health and Safety policy after a review highlighted several areas that were not documented in the policy, despite Health and Safety procedures being in place. With all in favour, it was;

RESOLVED that:

Councillors agreed to adopt the new Health and Safety Policy.

30. **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. It was noted that no training had taken place for Councillors. With all in favour, it was;

RESOLVED that:

Councillors noted the contents of the report.

31. **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. With all in favour, it was;

RESOLVED that:

Councillors noted the report.

32. **URGENT ACTION FORM**

The Chief Executive presented an Urgent Action Form containing a Committee decision that was made under delegated authority by the Chief Executive in accordance with Standing Order 11.4. With all in favour, it was;

RESOLVED that:

Councillors noted the Urgent Action Form.

33. **ITEMS FOR COMMUNICATION**

RESOLVED that:

Councillors agreed that the Staff Survey Results be communicated with the Youth Council.

34. **DATE OF NEXT MEETING**

The next meeting of the Human Resources Committee will take place on Thursday 11 November at 7pm.

35. **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".

Two officers and two members of the public left the meeting.

36. VERBAL STAFFING UPDATE

RESOLVED that:

Councillors noted the update.

The meeting closed at 8:07pm.

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

DRAFT