



Minutes of a meeting of the Human Resources Committee held in the Town Hall on Thursday 11 November 2021 at 7pm.

**Councillors present:**

|                        |                   |
|------------------------|-------------------|
| Desna Allen (Chairman) | Jenny Budgell     |
| Pete Cousins           | Bill Douglas      |
| Angie Litvak-Watson    | Kathryn Macdermid |
| David Poole            | Matthew Short     |
| Chris Ruck             |                   |

**Officers present:** Mark Smith, Chief Executive  
Matt Kirby, Director of Community Services  
Nick Rees, Director of Resources  
Heather Rae, Head of Democratic Services  
Helen Bywater, Head of Corporate Support  
Ciaran Howell, Technician

**Public present:** There were no members of the public present.

**PUBLIC QUESTION TIME**

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

To mark Armistice Day, the Chairman requested that all stand to participate in one minute's silence as a mark of respect and Act of Remembrance.

**37. APOLOGIES FOR ABSENCE**

There were apologies for absence from Councillor Myla Watts due to being away and Councillor Robert Giles due to being on holiday.

**38. NOTIFICATION OF SUBSTITUTION**

Councillor David Poole was substituting for Councillor Myla Watts and Councillor Chris Ruck was substituting for Councillor Robert Giles.

**39. DECLARATION OF INTEREST**

No declarations of interest were received.

#### 40. MINUTES

It was agreed that the minutes of the meeting held on 02 September 2021 were a correct record, they were proposed by Councillor Pete Cousins and seconded by Councillor Jenny Budgell.

#### RESOLVED that:

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

#### 41. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Ciaran Howell the newly appointed Technician to the Town Council.

#### 42. STAFFING BUDGET PROPOSAL FOR 2022/23

The Director of Resources presented the report proposing the staffing budget proposal for 2022/23. The key assumptions made in the proposed budget were outlined including the effect of the unconfirmed pay award, pension contributions, National Insurance increase and vacancy factor of 1.5%, and previous Council decisions around job evaluations and change and introduction of other posts. The proposed budget included additional costs required and an additional post of Climate Officer, the total recommended budget for 2022/23 was £2,272,000. Councillors thanked the Director of Resources and Finance Team for the work completed. It was noted that if the pay award for 2021/22 is not agreed by the end of the financial year the Council would make an accrual for 1.75%. With all in favour, it was;

#### RESOLVED that:

i) Councillors on the Human Resources Committee agreed to make a recommendation to the Strategy and Resources Committee that the staffing budget for 2022/23 be set at £2,272,000.

ii) The subsequent decision made at minute 52, (HR/11/11/21) will be included in the recommendation to the Strategy and Resources Committee for the staffing budget for 2022/23.

#### 43. CHRISTMAS OPENING HOURS

The Head of Corporate Support presented a report regarding the proposed granting of an additional half day of annual leave to all staff on 24 December 2021, it was proposed that Town Council facilities close at 12 noon. It was noted that some essential staff will be required to work on Christmas Eve but shall receive a half day of time off in lieu (TOIL) to be taken at a separate time as agreed by their line manager. With all in favour, it was;

#### RESOLVED that:

The Human Resources Committee granted an additional half day of annual leave on the 24 December 2021 to all staff and a half day of TOIL for those who are required to work a full day on Christmas Eve.

#### **44. TO NOTE RE-ADOPTION OF POLICIES**

The Head of Corporate Support presented the Council's suite of HR policies, initially adopted in 2018, considered as a bundle to ensure that the review dates are aligned. It was noted that all significant changes made to the policies were outlined in the report and minor changes not affecting content such as gender-neutral language, contact numbers and grammar had been made.

It was noted that once a policy is re-adopted, it replaces the previous version and that all policies are legally compliant. The policies were originally written by an external Human Resources consultant, and through regular meetings with officer they continue to oversee any changes to ensure the Council's policies are legally compliant. With all in favour, it was;

#### **RESOLVED that:**

The Committee readopted the full suite of HR Policies including the amendments outlined in the report.

#### **45. UPDATE ON STARTERS AND LEAVERS**

The Head of Corporate Support presented the report on behalf of the Head of Finance to update Councillors that there had been three starters and one leaver from the Council from September 2021 to October 2021. With all in favour, it was;

#### **RESOLVED that:**

Councillors noted the report.

#### **46. UPDATE ON SICKNESS AND ABSENCE**

The Head of Corporate Support presented the report on behalf of the Head of Finance to update Councillors on the levels of sickness and absence within the Council. It was noted that the average sickness days in the last 6 months was 3.5 days per annum, which was below the national average of 8.8 days per annum. With all in favour, it was;

#### **RESOLVED that:**

Councillors noted the report.

#### **47. 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. With all in favour, it was;

#### **RESOLVED that:**

Councillors noted the report.

**48. ITEMS FOR COMMUNICATION**

**RESOLVED that:**

There were no items for communication requested.

**49. DATE OF NEXT MEETING**

The next meeting of the Human Resources Committee will take place on Thursday 24 February 2022 at 7pm.

**50. 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.

**51. MARKET SUPPLEMENT APPLICATION**

The Chief Executive presented a market supplement application. Councillor Chris Ruck requested the specific reference to the Equality Act referred to in the report, a written response would be supplied following the meeting. With all in favour, it was;

**RESOLVED that:**

Councillors approved the recommended Market Forces Supplement application and agreed that the additional cost be included in the recommended budget for 2023/23 to the Strategy and Resources Committee.

**52. VERBAL STAFFING UPDATE**

The Chief Executive presented a confidential verbal staffing update.

**RESOLVED that:**

Councillors noted the update.

The meeting closed at 7.37pm.

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