Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Victoria Bates
Chief Executive & Town Clerk: David Bell

HR COMMITTEE MEETING

This Meetings will be open to the Public & Press
Public and Press

Publication Date: **Thursday 5th March 2026**

TO: Councillors: Baker, Bates, (ex-officio), Bulmer, A Kenton, J Kenton (Chair), Baker, O'Brien, (ex-officio) & Shortland (Vice Chair).

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the HR Committee to be held on Tuesday **10th March 2025 at 7pm** in the Mayor's Parlour, Guildhall, Fore Street, Chard, TA20 1PP.



Chief Executive & Town Clerk

PUBLIC PARTICIPATION

Before the meeting there will be a public session to enable the people of Chard to ask questions of, and make comments to the Town Council in relation to the meeting agenda. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting.

Public Participation Time
This section may last up to 15 minutes, at the Chair's discretion, and is not part of the formal meeting of the Council.

AGENDA

Section1 Standing Items:

2026/01 Apologies For Absence
To receive any apologies for absence.

2026/02 Declarations Of Interest
To receive any declarations of interests which are not currently entered in members' Registers of Interests.

2026 /03 Committee Meeting Minutes
To confirm and sign the draft minutes of the extraordinary HR Committee meeting held on 10th December 2025 (Attached)

Section 2 Items to Note

2026/04 Appraisals
For committee to NOTE that appraisals for all members of staff have started and will be completed by the of March.

2026/05 To Resolve To Exclude Members Of The Press And Public
As certain items are expected to include the consideration of exempt information the Human Resources Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items 2025/06 and 2025/07 listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

Section 3 Items – Confidential

2026/06 Staff Annual Leave
For committee to NOTE there are members of senior staff who have excessive workload due to the unresolved staffing matters, therefor will not be able to take all their annual leave entitlement in a realistic time frame by the end of March 2026.

The Chief Executive & Town Clerk is assessing the situation and will compare the available pay related funding with the interests of the Council so that situation does not exacerbate the next financial year.

2026/07 Training
For Committee to NOTE the following:

a) Staff
A comprehensive matrix of staff training received and accreditation achieved is underway. Through the current appraisal process further training requirements will be identified. The matrix will provide a historic and live record of all training

and certificates staff have achieved and a comprehensive gap analysis of any further training required**.**

b) Councillors

SALC Courses
Councillors will be asked to provide details of SALC and other sector specific training courses they have attended and when**.** This will provide a base line for the current state of Councillors training.

In addition to individual councillor specific training, 'Worknest' have been approached with a view to provide a training course that seeks to upskill in key management areas;

- Key communication
    - Listening skills
    - Conflict resolution / managing challenging behaviour
    - Constructive debate
- Understanding team dynamics and team working, how to be a team & the benefits of:
    - Why purpose is key
    - Agreed purpose
    - Team building

  It is anticipated this training will be provided early in the next financial year.

2026/08 Progress On the Development of Risk Assessments
For Committee to note the "People Management Internal Audit" form. - see attached

2026/09 Staffing Matters.
Town Clerk Recruitment – An oral update will be provided with pack to include a draft Job description and Job Advertisement to follow.

2026/10 Date Of Next Meeting
To note the next HR Committee meeting will be confirmed after the Ful Council meeting of May 25th 2026