Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

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Mayor: Victoria Bates

Chief Executive & Town Clerk: David Bell

HR COMMITTEE

All Council and Committee Meetings are open to the Public & Press

Publication Date: Wednesday 9th July 2025

TO: Councillors: Bulmer, A Kenton, J Kenton (Chair) & Shortland

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the HR Committee to be held on Monday 14th July 2025 at 7pm in the Town Hall, Guildhall, Fore Street, Chard, TA20 1PP.



David Bell 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:

2025/09 Apologies For Absence
To receive any apologies for absence.

2025/10 Declarations Of Interest
To receive any declarations of interests which are not currently entered in members' Registers of Interests.

2025/11 Committee Meeting Minutes
To confirm and sign the minutes of the HR Committee meeting held on 7th May 2025 (Attached)

Section 2 Items To Note

2025/12 HR Committee Members

- Committee membership – election of Vice Chair.
  Committee Members will be aware that the appointment is subject to Full Council decision.

- HR Training For Committee Members
  Training is available on 19th August 2025. Members should consider the level of training they require based on their skills, experience and previous training. Please forward requests for training to the Democratic Services Officer for booking and inclusion in the new matrix.
  It is recommended that all Committee Members have at least training in The Council As An Employer (SALC). Please see the link below.

  https://somerset-alc.org.uk/training-events/the-council-as-an-employer/
  see attached.

2025/13 HR Provider Contracts
In following up on a previous Committee resolution, the Chief Executive & Town Clerk has now obtained a copy of both provider contracts and has commenced consideration with a view to bringing an item to this Committee in due course.

Section 3 Confidential

2025/14 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".

2025/15 Job Descriptions, Contracts, Vacancies & Overtime Payments
To discuss matters relating to the above.

2025/16 Progress On Outstanding Complaints

To consider the status of outstanding complaints and, if appropriate, a way or ways forward.

2024/17 Date of next meeting

To note the next HR Committee meeting will be Tuesday 4th November 2025 at 7.00 p.m.