CHARD TOWN COUNCIL

The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Garry Shortland Town Clerk: Gareth Hughes

HR COMMITTEE

Minutes of the Human Resources Committee meeting held on Tuesday 4th July 2023 commencing at 7:00pm in the Guildhall, Fore Street, Chard TA20 1PP.

PRESENT: Cllr Bates (Chair), Cllr Bulmer, Cllr Crook, Cllr Eggins

ALSO PRESENT:
Gareth Hughes, Town Clerk, Gail Chadwick, Grants Officer

Public Participation Time
No members of the public were present.

2023/06 APOLOGIES FOR ABSENCE
Apologies were received and accepted from: Cllr Watson (personal)

2023/07 DECLARATIONS OF INTEREST
There were no Declarations of Interest made.

2023/08 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
Proposed: Cllr Bulmer Seconded: Cllr: Eggins
Unanimous

RESOLVED that as certain items were expected to include the consideration of exempt information the Human Resources & Personnel Committee agreed 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 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.

2023/09 COMMITTEE MEETING MINUTES

Proposed: Cllr Bulmer Seconded: Cllr Eggins
Unanimous

RESOLVED that the minutes of the HR Committee meeting held on Tuesday 7th March 2023 be agreed and signed as a correct record.

2022/10 CONFIENDTIAL MATTERS

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item 2023/03 above refers)

a) STAFF REPORT

Committee noted the report and considered the recommendations as presented in Section 2. Amendment to Staff Structure and Section 4 Staff Handbook as follows:

2. (a) Grants Officer

Proposed: Cllr Bulmer Seconded: Cllr Eggins
Unanimous

RESOLVED Committee agreed to the recommendation for a new permanent role to be created titled RFO and Grants Officer for 22.5 hours per week with effect from 1 July 2023.

2. (b) Democratic Services Officer

Proposed: Cllr Crook Seconded: Cllr Bulmer
Unanimous

RESOLVED Committee agreed to the recommendation for a revised permanent role of 22.5 hours per week being implemented with effect from 1 July 2023.

2. (c) Caretaker

Proposed: Cllr Eggins Seconded: Cllr Bulmer
Unanimous

RESOLVED Committee agreed to the recommendation for an additional 15 caretaking hours per week to provide additional cover and enable commencement of a maintenance/repair programme.

4. Staff Handbook

Proposed: Cllr Crook Seconded: Cllr Bates
Unanimous

RESOLVED to recommend to Full Council that the revised Staff Handbook is adopted.

5. Complaints and Grievance

Committee considered grievances from 2 members of staff.

Proposed: Cllr Eggins Seconded: Cllr Crook

DRAFT

Unanimous

RESOLVED to uphold both of the grievances.

Committee considered a complaint under the Council's zero-tolerance policy from a member of staff against a member of the public.

Proposed: Cllr Eggins Seconded: Cllr Crook
3 For 1 Against

RESOLVED to recommend to Full Council that the member of the public is permanently banned from Council premises, in particular the Guildhall, Watts Store and the Cemetery (except for a burial or visiting a grave where prior approval must be given by the Town Clerk). Also to recommend that Full Council considers what action should be taken in case the ban is broken by the member of the public.

2023/11 DATE OF NEXT MEETING

Committee noted that the next HR & Personnel Committee meeting would be held on Tuesday 7th November 2023 commencing at 7.00pm.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 8.35pm.

_____ _____

CHAIR: **DATE**

DRAFT