CHARD TOWN COUNCIL

The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Jenny Kenton Proper Officer: Adrian Turner:

HR COMMITTEE

Minutes of the Human Resources & Personnel Committee meeting held on Tuesday 7th[th] March 2023 commencing at 19:00pm in the Guildhall, Fore Street, Chard TA20 1PP.

PRESENT: Cllr Brown (Deputy Mayor and Chair), Cllr Eggins Cllr J Kenton, Cllr Richter, Cllr Watson

ALSO PRESENT:
Gail Chadwick Grants Officer, Beverley Newman Democratic Service Officer, Adrian Turner Proper Officer

Public Participation Time
No members of the public were present. No matters were raised

2023/01 APOLOGIES FOR ABSENCE
Apologies were received and accepted from: Cllr A Kenton (unwell)
Cllr Baker – absent.

2023/02 DECLARATIONS OF INTEREST
There were no Declarations of Interest made.

2023/03 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Proposed: Cllr Watson Seconded: Cllr J Kenton
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.

2022/04 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

2.3 of the Staffing Report- Additional Temporary staffing cover

Proposed: Cllr J Kenton Seconded: Cllr Eggins
Unanimous

RESOLVED. Committee considered and agreed to the recommendation for providing staffing cover from the period 1st April until 31st July as described in the staffing report.

3.1 & 3.2 of the Staffing Report – Staffing update

Proposed: Cllr J Kenton Seconded: Cllr Richter
Unanimous

RESOLVED. Committee considered and agreed to the recommendation to undertake wider advertising for the post of Amenities Operative for 37 hours per week and to advertise the role of Receptionist/ Administrative Assistant for 16 hours per week.

4.1 of the Staffing Report – Incremental pay rises

Proposed: Cllr J Watson Seconded: Cllr Eggins
Unanimous

RESOLVED. Committee authorised the annual incremental increases as stipulated in the report.

2023/05 DATE OF NEXT MEETING

Committee noted that the next HR & Personnel Committee meeting would be held on Tuesday 4th July 2023 commencing at 19:00pm.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 19:07pm.

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CHAIR: **DATE**