CHARD TOWN COUNCIL

The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Martin Carnell Town Clerk: Paul Russell

HR & PERSONNEL COMMITTEE

Minutes of the Human Resources & Personnel Committee meeting held on Tuesday 5th July 2022 commencing at 7:00pm in the Guildhall, Fore Street, Chard TA20 1PP.

PRESENT: Cllr A Kenton (Chair), Cllr Baker, Cllr J Kenton and Cllr Richter

ALSO PRESENT: Paul Russell, Town Clerk.

PUBLIC PARTICIPATION TIME
No members of the public were present. No matters were raised.

2022/01 APOLOGIES FOR ABSENCE
Apologies were received and accepted from Cllr Brown (personal), Cllr Carnell (illness), Cllr Eggins (work) and Cllr Watson (personal).

2022/02 DECLARATIONS OF INTEREST
There were no Declarations of Interest made.

2022/03 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC
Proposed: Cllr Baker 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 COMMITTEE MEETING MINUTES
Committee considered the adoption of the minutes of the HR & Personnel Committee meeting held on Monday 7th March 2022.

As only one Member of the Committee was present from those who attended on 7th March 2022 it was agreed to hold over the adoption of the minutes until the next scheduled meeting on 8th November 2022.

2022/05 TOWN CLERK'S REPORT
The Town Clerk had nothing to report.

2022//06 TRAINING

Committee noted that a training session on human resources and personnel was held on Tuesday 28th June 2022.

The general feedback was that it had been a useful session. Actions from it included the development of an appraisal review form to be considered by the Committee in future.

2022/07 DATE OF NEXT MEETING

Committee noted that the next HR & Personnel Committee meeting would be held on Tuesday 8th November 2022 commencing at 7:00pm.

2022/08 CONFIDENTIAL MATTERS

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2022/03 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 would 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 outweighed the public interest in disclosing the information.

(a) **Personnel Report –** Committee noted the report presented. It was agreed to revise the staffing allocations and amend the 2022/23 staff budgets as outlined in the report.

Proposed: Cllr Baker Seconded: Cllr Richter
Unanimous

RESOLVED that, due to the additional duties now being undertaken by the Amenities Operatives following the termination of the Street Cleaning Contract, the Committee recommends to Full Council that the Amenities Operatives salary scales be increased from Scale 3-6 to Scale 4-7 (£9.82 - £10.42) to (£10.01 to £10.63) and that the incremental increase be awarded as from 1st August 2022.

Proposed: Cllr Baker Seconded: Cllr Richter
Unanimous

RESOLVED to increase the Grant Officer's hours from 15 hours per week to 20 hours per week to help and assist both the Town Clerk/RFO and the Finance Officer with daily financial duties and the review of financial and other council policies. The projected salary cost increase would be in the region of £4,400 and was within the 2022/23 salary budget.

Proposed: Cllr J Kenton Seconded: Cllr Richter
Unanimous

RESOLVED to give the Town Clerk authority to recruit a temporary Amenities Operative, if required, to increase the capacity of the Amenities

Team or to engage a contractor to help undertake any outstanding works required.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 19:50pm.

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CHAIR: **DATE:**