

MINUTES
of the online HR Committee
held on Tuesday 27th April 2021 at 7.00pm

Membership:

Cllr Brett (East)*	Cllr Macfarlane (West)*
Cllr Fraser (West)*	Cllr Nicklin (West) *
Cllr Jeffries (Copheap) * Vice-Chairman	Cllr Robbins (East)* Chairman

Key: * Present A Apologies AB Absent

In attendance:

Officers: Fiona Fox, Town Clerk and Responsible Financial Officer

HR/20/055 Apologies for absence
None. All members were present.

HR/20/056 Declarations of Interest
None.

HR/20/057 Minutes
HR/20/057.1 The minutes of the HR Committee meeting held on 8th February 2021 copies of these minutes had been circulated and Standing Order 12.1 provided that they may therefore be taken as read.
Proposed: Cllr Fraser Seconded: Cllr Nicklin
Resolved: Approved

HR/20/047.2 Matters arising from the minutes of the HR Committee meeting held on 8th February 2021.
None.

HR/20/058 Chairman's Announcements
None.

HR/20/059 Questions

No questions from members of the committee had been submitted to the town clerk in advance of the meeting.

Standing Orders were suspended to allow for public participation.

HR/20/060 Public Participation

There were no petitions, deputations, or statements.

Standing Orders were reinstated following public participation.

HR/20/061 Clerk's Report

It was reported that:

HR/20/61.1: the Civic Centre was now open 9am – 4.30pm Monday – Friday, with strict adherence to the Government's Covid regulations and rules.

HR/20/061.2: recruitment was continuing, and that Janette Woodhead had been appointed civic centre manager and started on 20th April 2021. Additional grounds staff were now in place, recruitment was continuing for an additional cleansing operative, and a committee and administration clerk.

HR/20/061.3: following the town clerk's review of HR policies, the members code of conduct and the council's suite of contracts of employment, she was now starting work on the new staff handbook. Several of the documents which had been subject to review, were presented to members elsewhere on the agenda and minute **HR/20/063** and **HR/20/069.7** refers.

HR/20/062 Code of Conduct

Warminster Town Council's (WTC) Code of Conduct had been revised in line with the Local Government Association's (LGA) new model 2021.

The WTC code presented to members, incorporated the revised Member-Officer Protocol, which was referenced in the LGA code. The WTC revised code had been brought to members of the HR committee, as it codified and clarified significant employment welfare issues. Members had been issued with two copies of the revised code: one with tracked changes and one fair copy.

It was confirmed that once adopted by council, an easy guide to the code would be produced for members and officers.

Members recommended that the revised WTC Members Code of Conduct be adopted by council at its meeting on 17th May 2021.

Proposed: Cllr Fraser Seconded: Cllr Jefferies

Vote: unanimous

HR/20/063 Policies and procedures

HR policies and procedures had been reviewed by the town clerk and a summary document had been presented to members. Members had been advised that any changes aligned with advice received from; the council's HR advisor/ACAS/changes in legislation/changes in personnel requiring name changes, and/or to comply with best practice.

Members noted the changes and recommended that the revised policies and procedures be adopted by council at its meeting on 17th May 2021.

Proposed: Cllr Jefferies Seconded: Cllr Robbins

Vote: unanimous

HR/20/064 Induction Programme for Councillors

Members had been provided with the councillor induction programme, for all councillors, whether new to the council or returning, who will be elected in May 2021.

Members were pleased to note that the sessions were to be recorded, thus enabling councillors unable to attend the live event to catch up at their own convenience. In addition members praised the wealth and breath of the proposed programme and commented that it was vitally important for all members to attend this training, as it put them all on the same footing. Finally, members agreed that it was imperative that the council's Gold Award accreditation was maintained and noted that councillor training was an intrinsic element in successful re-accreditation.

Members noted the programme.

HR/20/065 Health and Safety Report

The health and safety report for the period October 2020 – March 2021 inclusive had been sent to members for their attention.

Members noted the report.

HR/20/066 Change in Job Title

Members resolved that with immediate effect the job title Park and Open Spaces Manager is change to Parks and Estates Manager.

Proposed: Cllr Brett Seconded: Cllr Fraser

Vote: unanimous

HR/20/067 Apprenticeships

Members debated the proposal that the council recruits a landscaping and horticultural apprentice. Members agreed that this was an excellent idea and that it would be good news for Warminster, demonstrating a community commitment.

Members resolved that the Parks and Estates Manager recruits a landscaping and horticultural apprentice.

Proposed: Cllr Nicklin Seconded: Cllr Brett

Vote: unanimous

HR/20/068 **Communications**
The apprenticeship.

Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Proposed: Cllr Nicklin Seconded: Cllr Jefferies
Vote: unanimous

- HR/20/069** **Staffing Matters**
HR/20/069.1 **Annual increments. Members considered a report and agreed** on individual staff members performance and recommendations on increments payable with effect from 1st April 2021. The following were agreed:
HR/20/069.1.2 Town Clerk and Responsible Financial Officer SCP50-54
Sweeper Driver SCP5-6
Parks and Open Spaces Supervisor SCP7-12
HR/20/069.3.1 **Members resolved on two merit rises:**
HR/20/069.3.2 Officer Manager and the Parks and Estates Manager, respectively.
HR/20/069.4 **Members received and noted** a statement pertaining to an internal HR matter.
HR/20/069.5 **Members noted that** the town clerk had 25 days holiday outstanding from 2019 – 2020 and in due course, she will discuss with the mayor how this leave can be taken.
HR/20/069.6 **It was resolved that** the Office Manager’s hours would increase from 32.5 to 35 hours per week with immediate effect.
HR/20/069.7 **Members received and noted information** on contracts of employment, fixed term and workers agreements which had been revised by the town clerk with advice from the council’s external HR advisors.
HR/20/069.8 **Members received and noted** an update on an internal HR matter.

The next scheduled meeting for this committee is: 7pm, Monday 7th June 2021
This meeting is available to all members of the public either live from our website www.warminster-tc.gov.uk or by contacting us at Warminster Civic Centre.