

MINUTES
of the HR Committee
held on Tuesday 20th July 2021 at 7.00pm
at Warminster Civic Centre

Membership:

Cllr Brett (East)	*	Cllr Jeffries (North) Chairman	*
Cllr Davis (East)	*	Cllr Syme (Broadway)	A
Cllr Fraser (West)	V		

Key: * Present A Apologies AB Absent V Virtual

In attendance:

Officers: Tom Dommett (Assistant Town Clerk), Judith Halls (Office Manager)

Online meeting attendees: Attendees **Cllr Fraser** (due to being online Cllr Fraser was not entitled to vote but could take part in discussion)

HR/21/001 **Apologies for absence**
There were no apologies for absence

HR/21/002 **Declarations of Interest**
There were no declarations of interest were received under Warminster Town Council's Code of Conduct issued in accordance with the Localism Act 2011.

HR/21/003 **Minutes**
HR/21/003.1 The minutes of the HR Committee meeting held on 27th April 2021 were approved as a true record and signed by the chairman.

HR/21/003.1 There were no matters arising from the minutes of the HR Committee meeting held on 27th April 2021.

HR/21/004 Chairman's Announcements

None.

HR/21/005 Questions

There were no questions from members of the committee that had been submitted to the town clerk in advance of the meeting.

HR/21/006 Public Participation

There were no members of the public in attendance. There were no petitions, deputations, or statements submitted.

HR/21/007 Clerk's Report

It was noted within the clerk's report that the Government's Covid regulations and guidance had significantly changed from 19th July 2021, this had removed almost all covid related restrictions on council activities.

HR/21/008 Induction Programme for Councillors

Members noted the induction programmes that councillors had been offered and would continue in the autumn.

HR/21/009 Health and Safety Report

The health and safety report for the period April 2021 – June 2021 inclusive had been sent to members for their attention.

Members noted the report.

HR/21/010 Change in Job Title

Members unanimously resolved that with immediate effect the job title Assistant Town Clerk was changed to Deputy Town Clerk.

HR/21/011 Renewal of council's HR consultancy contract

Members had a lengthy discussion about the renewal of HR Consultancy contract. There were concerns raised about whether the current provider had the necessary skills required for a larger council. Members requested the Deputy Clerk investigate other providers and bring the findings back to the next HR committee meeting for further discussion.

Cllr Jeffries proposed that Warminster Town Council renews the Hr Consultancy contract for up to a year and for the Deputy Clerk to investigate if a 6-month break clause could be inserted and pursue the potential appointment of an alternative HR Company to advise the council. Seconded Cllr Brett, Voting in Favour 2, Against 1, abstentions Nil. Motion carried.

HR/21/012 Communications

Members asked for a press release about the council's recruitment of 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.

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.

HR/21/013 Staffing Matters

Members received, noted and resolved on an update on internal HR matters.

Meeting closed 8.25pm

The next scheduled meeting for this committee is: 7pm, Monday 4th October 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.