



Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

01460 239567 www.chard.gov.uk

Mayor: Cllr Jason Baker Locum Clerk: Paul Russell

HR & PERSONNEL COMMITTEE

**All Council and Committee Meetings are
open to the Public & Press**

Publication Date: Tuesday 6th July 2021

TO: Cllr Mrs O'Brien (Chair), Cllr Baker, Cllr Carnell, Cllr Morrison, Cllr Mrs Orchard and Mrs Wootton

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the HR & Personnel Committee to be held on Monday 12th July 2021 commencing at 11:30am in the Guildhall, Fore Street, Chard TA20 1PP.

Paul Russell, Locum Town Clerk

PUBLIC PARTICIPATION

Before the meeting there will be a public session to enable the people of Chard to ask questions of, and make comments, to the HR & Personnel Committee. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes.

Please note that Social Distancing precautions are currently in place. Members of the public will be required to wear face coverings but may remove them once seated. Please use the hand sanitiser provided and, due to Coronavirus restrictions, the number of members of the public allowed access to the meeting room will be restricted. Therefore, if you wish to attend please contact the Town Clerk at townclerk@chard.gov.uk or on 01460 239567.

Participation Time

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council.

AGENDA

2021/08 APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2021/09 DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

2021/10 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

As certain items are expected to include the consideration of exempt information the Human Resources & Personnel Committee is, therefore, recommended to resolve "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".

2021/11 COMMITTEE MEETING MINUTES

To confirm and sign the minutes of the HR & Personnel Committee meeting held on Monday 14th June 2021.

2021/12 TOWN CLERK'S REPORT

To receive the Locum Clerk's Report on matters outstanding that may not appear on the agenda.

2021/13 DATE OF NEXT MEETING

To note that the next HR & Personnel Committee meeting will be held on Monday 8th November 2021 commencing at 11.30am.

2021/14 CONFIDENTIAL 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 2021/10 above refers)

(a) Staffing Review Progress Report – To receive the attached report and consider the recommendations contained within that require decision.

(b) Executive Officer Position – To receive a verbal report and consider the recommendations submitted.

2021/06 DATE OF NEXT MEETING

Committee noted that the next HR & Personnel Committee meeting would be held on Monday 12th July 2021 commencing at 11.30am.

2021/07 CONFIDENTIAL MATTERS

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2021/03 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) **Staffing Review Progress Report** – Committee considered the report presented consider.

Following consideration, Committee **RESOLVED**:

- That the contents of the report are noted;
- That the recommendations outlined in sections 4.3, 4.5, 4.8, 4.10, 4.17, 4.19, 4.21, 4.23, 5.3 and 5.5 of the report be formally adopted and actioned.

The Locum Town Clerk left the meeting during the discussion of the next item. Mr Corrigan clerked the item.

- (b) **Executive Officer Position** – To receive the attached report and consider the recommendations contained within that require decision.

Following consideration, Committee **RESOLVED** that the Locum Clerk undertake a four week period of trial in the new position of Executive Officer.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 1:00pm.

CHAIR:

DATE: