



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

PERSONNEL AND HUMAN RESOURCES COMMITTEE

Monday 22nd February 2021

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

NOTICE OF MEETING

You are hereby summoned to attend a virtual meeting of the Personnel & Human Resources Committee to be held on Monday 1st March 2021 commencing at 10:30 hours via the Zoom.

Paul Russell

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, regarding the Town Council. 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.

Covid19 Pandemic – Whilst these are difficult times, the Town Council still values the public's contribution to our virtual consultative meetings. Any members of the public wishing to address the virtual consultative meeting during Public Question Time need to email the Town Clerk townclerk@chard.gov.uk by 4.30pm on Friday 26th February 2021. An email link will then be sent to you on the Monday 1st March 2021. When you have registered the Chairman will invite you to speak during the public session.

Virtual meeting etiquette:

- Consider joining the meeting early to ensure your technology is working correctly.
- Please note that we will mute all public attendees to minimise background noise. If you have registered to speak during the public session, the Chairman will un-mute your microphone at the appropriate time.
- Each individual speaker shall be restricted to a total of three minutes.
- When speaking, keep your points clear and concise.

Public 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

2021/10 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.

2021/11 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.

2021/12 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

As certain items are expected to include the consideration of exempt information the Personnel & Human Resources 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".

2021/13 COMMITTEE MEETING MINUTES

To confirm and sign the minutes of the Personnel & Human Resources Committee meeting held on Tuesday 19th January 2021.

2021/14 TOWN CLERK'S REPORT

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

2021/15 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 2021/12 above refers)

(a) **Recruitment of a New Town Clerk** – To consider the attached report.

(b) **Council Administration** – To discuss and review the current workloads.

2021/16 DATE OF NEXT MEETING

To note that the next Full Council meeting will be held on Monday 15th March 2021 commencing at 5pm.



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PERSONNEL AND HUMAN RESOURCES COMMITTEE

Minutes of the Personnel & Human Resources Committee meeting held on Tuesday 19th January 2021 commencing at 17:00 hours via the Zoom.

Present: Cllr Baker (Mayor), Cllr Morrison, Cllr Mrs Orchard and Cllr Mrs Wootton.

Also Present: Paul Russell, Locum Town Clerk

Public Participation Time

There were no members of the public present. No matters were raised.

2021/01 ELECTION OF CHAIR

Nominations were requested.

Cllr Mrs Wootton was proposed by Cllr Baker and seconded by Cllr Morrison. There being no other nominations Cllr Mrs Wootton was duly elected Chair.

2021/02 ELECTION OF VICE CHAIR

No nominations were received. Following discussion, it was agreed that Deputy Chair would not be elected at this time.

2021/03 APOLOGIES FOR ABSENCE

There were no apologies of absence.

2021/04 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

2021/05 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Proposed: Cllr Mrs Morrison Seconded: Cllr Mrs Orchard
Unanimous

RESOLVED 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 under agenda item 2021/08, 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.

2021/06 COMMITTEE MEETING MINUTES

Council noted that as this was the first Committee meeting to be held there were no previous minutes to consider.

2021/07 TOWN CLERK'S REPORT

Committee noted that the Locum Clerk had no additional items to report.

2021/08 CONFIDENTIAL MATTERS

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2021/05 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) **Staff Findings Report** – Council considered the report that had been commissioned and the recommendations included in the report.

RESOLVED

- To note the report and its findings;
- To defer recommendations 5(i), 5(ii), 5(iii), 5(viii), 5(x), 5(xi), 5(xiii), 5(i) until the Transitional Review had been completed;
- To address recommendations 5(iv), 5(v), 5(vi) and 5(xiv);
- To implement recommendation 5(vii) subject to Covid-19 restrictions;
- To consider reports relating to 5(ix) and 5(xii) on the next Committee agenda.

It was agreed to place an item on each agenda to monitor and update the Staff Handbook.

- (b) **Staff Update Report** – Council considered the report presented and the recommendations included in the report. The following resolutions were agreed:

Proposed: Cllr Baker Seconded: Cllr Mrs Morrison
Unanimous

RESOLVED:

- That the recommendation outlined in outlined in 3.8 be agreed in principle;
- To establish the reasons behind this oversight;
- To refer the recommendation contained in 3.9 to the Property & Services Committee.

Proposed: Cllr Baker Seconded: Cllr Mrs Morrison
Unanimous

RESOLVED that at the present time to decline this offer but seek additional capacity on a temporary basis within the existing workforce.

Proposed: Cllr Baker Seconded: Cllr Mrs Morrison
Unanimous

RESOLVED that the recommendation outlined in outlined in 3.18 be implemented.

2021/09 DATE OF NEXT MEETING

It was agreed that the next Personnel & Human Resources Committee meeting would be held on Monday 15th March 2021 commencing at 2pm.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 6:28pm.

CHAIR:

DATE: