Chard Town Council

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

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Mayor: Cllr Jason Baker Locum Clerk: Paul Russell

PERSONNEL AND HUMAN RESOURCES COMMITTEE

Tuesday 12th January 2021

TO: Cllr Baker (Mayor), Cllr Morrison, Cllr Mrs Orchard and Cllr Mrs. Wootton (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 Tuesday 19th January 2021 commencing at 17:00 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 15th January 2021. An email link will then be sent to you to on the Tuesday 19th January 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

2021/01 ELECTION OF CHAIR

2021/02 ELECTION OF VICE CHAIR

2021/03 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.

2021/04 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.

2021/05 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".

2021/06 COMMITTEE MEETING MINUTES

As this is the first Committee meeting to note that there are no minutes to consider.

2021/07 TOWN CLERK'S REPORT

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

2021/08 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 2021/05 above refers)

(a) **Staff Findings Report –** To consider the attached report and consider the recommendations contained therein.

(b) **Staff Update Report –** To consider the attached report and consider the recommendations contained therein.

2021/09 DATE OF NEXT MEETING

To note that the next Full Council meeting will be held on Tuesday 16th March 2021 commencing at 5pm.