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Members of the public and press are entitled to be at the following meeting via the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100, unless precluded by the Town Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting providing that prior notice has been given to the Town Clerk.

As issues raised during the public session may not relate to items on the agenda no resolution for action can be taken. A record of public participation shall not be included in the Minutes, but as an appendix note to the minutes of the meeting.

This meeting is on Zoom. Please click on this link to access the meeting:

<https://us02web.zoom.us/j/86214072427?pwd=c093V3RQREVEeHpNcHA0UjdkMGJoQT09>

Meeting ID: 862 1407 2427

Passcode: 631115

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Wednesday 23rd September 2020

To: Cllrs Hobbs, Kennedy, Manley (Chair), Mayall (Vice), Tolson, and Frapple (ex officio)

You are summoned to the Meeting of the **Human Resources Committee of Shepton Mallet Town Council** to be held at **7.00 pm** on **Tuesday 29th September 2020 on Zoom** when the following business will be transacted.

Yours sincerely

Charlotte Starkie

Charlotte Starkie, PSLCC
Town Clerk

AGENDA FOR THE HUMAN RESOURCES COMMITTEE MEETING

Tuesday 29th September 2020

PUBLIC QUESTION TIME, NOT TO EXCEED 30 MINUTES

HR02.1 To receive any apologies for absence

HR02.2 Chairman's Announcements

HR02.3 Declaration of interest of matters related to this agenda

HR02.4 To receive the minutes from the last meeting

To approve as a correct record, the minutes from the meeting held on 22nd October 2019 (*The meeting arranged for February 2020 was cancelled*)

HR02.5 Staffing Update

To receive a verbal update from the Town Clerk in relation to staffing matters: Managing during the Pandemic, office opening hours, Christmas opening hours, staff meetings, ICT

HR02.6 Staff Training and Development

To receive a written report from the Town Clerk in relation to training undertaken, and a staff development plan for the next 12 months

HR02.7 Staffing Expenditure at Month 5 and budget requirements for 2021/22

To receive a report on the month 5 position of the staffing budget, to note the 2.75% national pay increase for public sector and to consider the base line budget for staff for 2021/22

HR02.8 To consider a proposal for a future change to the established staff

To receive a written report from the Town Clerk on the proposal for new roles of a Communications/Information Officer, Environmental Officer and grants officer and to consider the impact on the future budget

HR02.9 Date of next committee meeting

The next scheduled meeting of the committee will be held in February 2020 as well as a meeting to consider the Civic Award Applications

HR02.10 To resolve to exclude the public and press due to the confidential aspect of the following items

HR02.11 To consider some confidential staffing matters