



Town Council Offices,  
1 Park Road,  
Shepton Mallet  
BA4 5BS

t: 01749 343984  
e: [info@sheptonmallet-tc.gov.uk](mailto:info@sheptonmallet-tc.gov.uk)  
w: [www.sheptonmallet-tc.gov.uk](http://www.sheptonmallet-tc.gov.uk)

# MINUTES FROM EXTRAORDINARY HUMAN RESOURCES MEETING

**Held on:** Wednesday 30<sup>th</sup> June 2021 at 4.00pm. Held at the offices of the Town Council on Park Road, Shepton Mallet.

**Attendance:** Councillors D Crisfield, G Mayall, A McGuire (Chair), T O'Connor. Cllrs M Harrison as Ex-Officio

**Present:** C Starkie, Town Clerk,

**Public:** No members of the public

**PUBLIC QUESTION TIME:** There were no public questions

## HR1.1 To Elect a Vice Chairperson

Nominations for the role of Vice Chair were sought. Cllr McGuire proposed Cllr Crisfield and seconded by Cllr O'Connor. A second nomination was received by Cllr Mayall proposed himself seconded by Cllr Harrison. All present councillors in favour of Cllr Crisfield being vice Chair of the Human Resources Committee.

### Resolved that

Councillor D Crisfield being vice Chair of the Human Resources Committee.

## HR1.2 Apologies for Absence

Apologies were received from Councillor Hale

## HR1.3 Declarations of Interest

There were no declarations of interest.

## HR1.4 To approve the minutes from the last meeting

The minutes from 23<sup>rd</sup> March 2021 were received and accepted as a true record.

SIGNED: ..... (CHAIR) DATE:.....

**HR1.5 To resolve to exclude the public and press in order to consider confidential matters in relation the following business**

Councillors agreed to exclude public and press from the meeting for the purpose of discussing a confidential matter.

**HR1.6 To address recent staffing concerns and agree an action plan**

Councillors received a verbal report from Cllr McGuire in relation to the employment and health and safety of staff.

Resolved that

The Officers will choose a councillor from the Human Resources committee to buddy up with. Supervisions to take place every six weeks for the Town Clerk, with Cllr McGuire, for ongoing support, with a view to implementing a job coach in the future to Improve resilience in duties.

Cllr O'Connor to present to a future Human Resources committee meeting options for the Town Council to improve transparency and public communications. Following this the Marketing, Communications and Engagement Officer develop a Social media policy and a Communications strategy for transparency as a council, both to be reviewed and adopted at a future Policy and Resources meeting.