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To: HR Cllrs; Crisfield (Vice-Chair), Ducker, Hale (Chair), Harrison, Kennedy, Mayall
All other recipients for information only.

26 May 2022

Dear Councillor

Summons

You are summoned to the Human Resources Committee (HR) of Shepton Mallet Town Council for the transaction of the business shown on the agenda below. To be held at 7 pm on **Tuesday, 07 June 2022** in the Council Chamber, Mendip District Council etc

Public Participation

Members of the public and press are entitled to be at the following meeting in accordance with 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 by noon on the day of the meeting on: info@sheptonmallet-tc.gov.uk or 01749 343984.

Any issues raised during the public session should relate to the remit of the committee. No resolution for action can be taken unless already identified on the agenda. A record of public participation shall not be included in the Minutes, but as an appendix note to the Minutes of the meeting.

The public question time shall not exceed 30 minutes unless by resolution to suspend standing orders or at the discretion of the chairman. If a member of public wishes to share a document with council, these documents must be submitted to Info@sheptonmallet-tc.gov.uk by noon on the day of the meeting.

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership. Members are reminded of their duty under the Code of Conduct.

Yours sincerely

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk

HUMAN RESOURCES COMMITTEE

Agenda

TC1.1	APOLOGIES	3
	To receive and consider for acceptance, apologies for absence	(1 min)
	<i>(Local Government Act, 1972 s.85)</i>	
TC1.2	DECLARATIONS OF INTEREST	4
	To declare interests relating to the business of the meeting and receive dispensation requests from the Clerk. (1 min)	
	<i>(Shepton Mallet Town Council Code of Conduct, 2019)</i>	
TC1.3	MINUTES	5
	To receive the minutes of the previous meeting of the Human Resources Committee.	(1 min)
	<i>(Local Government Act 1972 Sch 12)</i>	
TC1.4	OFFICER REPORT TO THE COMMITTEE.....	6
	To receive reports pertaining to the Human Resources Committee.	(5 min)
	<i>(Local Government Act 1972 Sch 12)</i>	
TC1.5	RECRUITMENT	7
	To agree the recruitment panel, interview questions and timescales for current vacancies.....	(20 mins)
	<i>(Local Government Act, 1972 s.112)</i>	
TC1.6	SICKNESS POLICY	8
	To consider amending the Council's sickness policy to discourage entering the workplace when infectious	(10 mins)
	<i>(Local Government Act, 1972 sch 12a part 1)</i>	
TC1.7	CONFIDENTIAL BUSINESS.....	10
	To consider entering confidential session for the discussion of exempt information	(1 mins)
	<i>(Local Government Act, 1972 sch 12a part 1)</i>	
TC1.8	STAFF RESIGNATION.....	12
	To consider confidential matters relating to staff resignation.	(10 mins)
	<i>(Local Government Act, 1972 sch 12a part 1)</i>	
TC1.9	PARENTAL LEAVE	13
	To consider confidential matters relating to parental leave.....	(10 mins)
	<i>(Local Government Act, 1972 sch 12a part 1)</i>	
TC1.10	STAFFING MATTERS.....	14
	To consider confidential matters relating to staff for resolution.....	(10 mins)
	<i>(Local Government Act, 1972 sch 12a part 1)</i>	

Anticipated meeting end time 8:15pm

Date of next meeting: 20th September 2022

TC1.1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

(Local Government Act, 1972 s.85)

Report Author: Town Clerk

TC1.1.1 Background

- a The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.
- b Councillors are holders of public office and summoned to the meetings of the Council and its committees.

TC1.1.2 Apologies received and reason

- a No apologies received at the time of issue.

TC1.1.3 Recommendation

- a That the meeting accepts or rejects each of the apologies presented. A press release is not required for this decision.

TC1.1.4 Reason for Recommendation

- a Accepting apologies resets the six-month absence rule.

(End)

TC1.2 Declarations of Interest

To declare interests relating to the business of the meeting and receive dispensation requests from the Clerk. (1 min)

(Shepton Mallet Town Council Code of Conduct, 2019)

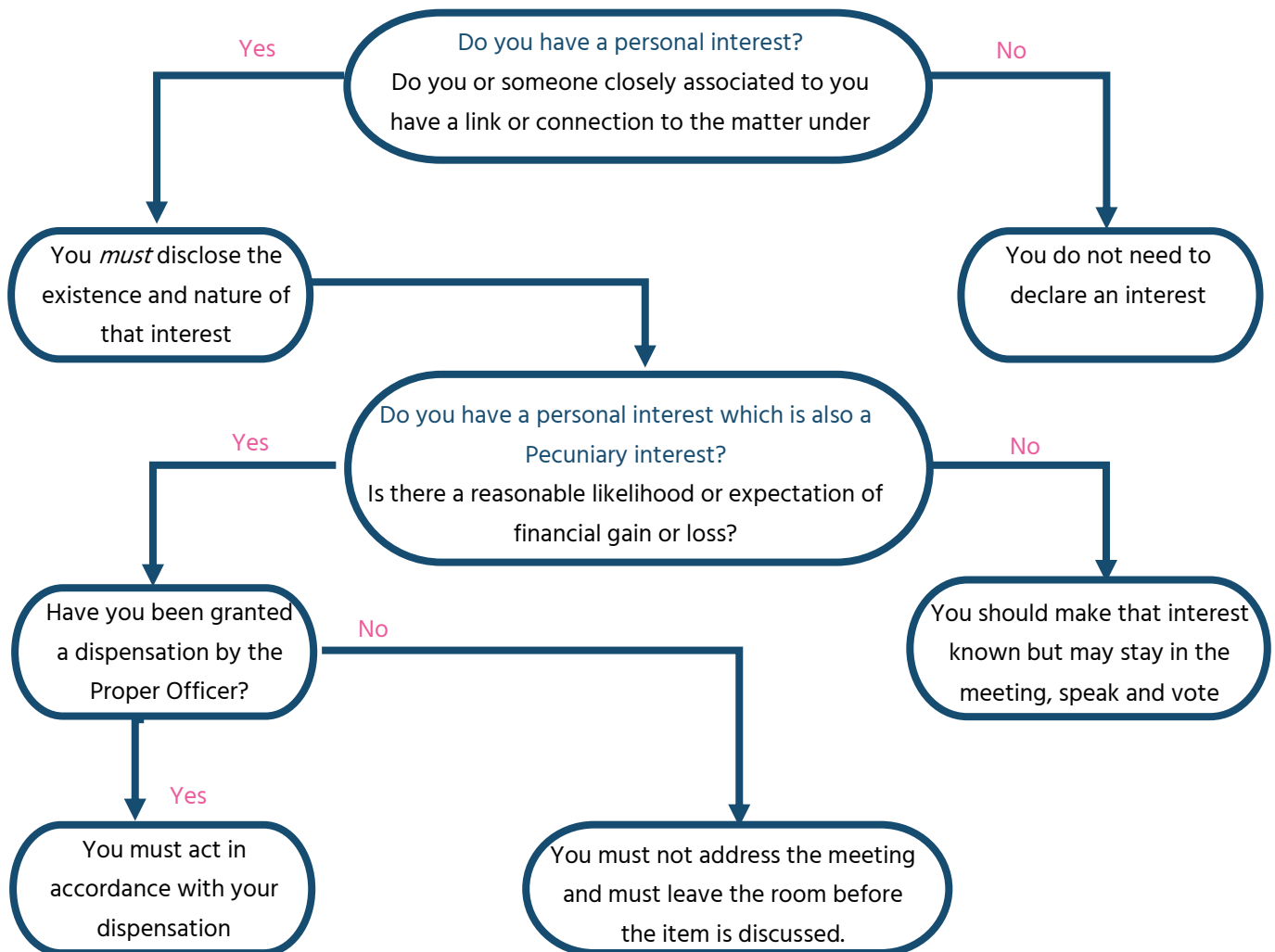
Report Author: Town Clerk

TC1.2.1 Background

- a Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2019. The Clerk will report any dispensation requests received.
- b Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shepton Mallet Town Council Code of Conduct, 2019)

TC1.2.2 Recommendation

- a To note the declarations made during the meeting.



(End)

TC1.3 Minutes

To receive the minutes of the previous meeting of the Human Resources Committee.

(1 min)

(Local Government Act 1972 Sch 12)

Report Author: Town Clerk

TC1.3.1 Background

- a When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.
- b If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).

TC1.3.2 Recommendation

- a That the minutes of [29th March 2022](#) be approved for signing as a true record of the decisions taken. Completion of this resolution to be no later than Tuesday, 14 June 2022. A press release is not required for this decision.

(End)

TC1.4 Officer Report to the Committee

To receive reports pertaining to the Human Resources Committee.

(5 min)

(Local Government Act 1972 Sch 12)

Report Author: Town Clerk

TC1.4.1 Summary

- a Reports provided within this item are to be received, they provide updates on decisions already taken by the Committee and actions taken under the Scheme of Delegation (where not previously reported).

TC1.4.2 Updates and Actions from 29th March 2022

- a HR6.6 Staffing matters - Communications Officer and Fundraising Officer - Recruitment live. Expressions of interest and applications being received

TC1.4.3 Updates and Actions from previous meetings

- a No matters outstanding

TC1.4.4 Financial Update

23/05/2022

Shepton Mallet Town Council Current Year

12:35

Detailed Income & Expenditure by Budget Heading 23/05/2022**Cost Centre Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Staff							
4000 Salaries - Gross	16,285	183,282	166,997		166,997	8.9%	
4004 Employers - NI	61	18,579	18,518		18,518	0.3%	
4008 Employers - Pension	4,218	38,123	33,905		33,905	11.1%	
4009 Employees - Travel	16	200	184		184	8.2%	
4010 Staff Training	0	2,200	2,200		2,200	0.0%	
Staff :- Indirect Expenditure	20,580	242,384	221,804	0	221,804	8.5%	0
Net Expenditure	(20,580)	(242,384)	(221,804)				
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	20,580	242,384	221,804	0	221,804	8.5%	
Net Income over Expenditure	(20,580)	(242,384)	(221,804)				
Movement to/(from) Gen Reserve	(20,580)						

TC1.4.5 Recommendation

- a That the report is received and noted and any actions arising identified for future meetings of the Council or its Committees

TC1.4.6 Reason for Recommendation

- a To keep members updated on committee actions and information.

(End)

TC1.5 Recruitment

To agree the recruitment panel, interview questions and timescales for current vacancies

(20 mins)

(Local Government Act, 1972 s.112)

Report Author: Town Clerk

TC1.5.1 Summary and Background information

- a The Council has agreed to recruit a Communications Officer and a Fundraising Officer.
- b Expressions of interest and applications are already being received, the deadline for applications is the 19th June 2022.
- c The Committee needs to confirm the date for interviews, the interview panel(s) and delegate the authority to make the appointment.

TC1.5.2 Scheme of Delegation

- a The Committee has delegated authority to deal with the following matters to conclusion: Matters relating to the appointment, promotion, retention, discipline, salary and conditions of service of staff of the Council.

TC1.5.3 Legal Authority and Implication

- a A local authority shall appoint such officers as they think necessary for the proper discharge of their functions. (Local Government Act 1972 s.112)

TC1.5.4 Town Plan Reference

- a None

TC1.5.5 Financial Implication

- a There are no financial implications arising from the interview process.

TC1.5.6 Impact Assessment

- a Equalities – The selection panel must have due regard to equal opportunities at all stages of the recruitment process.
- b Resources – time resource of staff and councillors in preparing and carrying out the recruitment process
- c Risk Management – Mismanagement of the recruitment process could lead to an inappropriate appointment or challenge of selection of candidate(s).

TC1.5.7 Recommendation

- a That a panel of the clerk and three councillors form the interview panel. That the Clerk is delegated to set the interview date and questions in consultation with the panel. That the Clerk is delegated, in accord with the wishes of the panel, to negotiate any adjustments to the recruitment not to exceed the financial commitment within the original advertisements. Completion of this resolution to be no later than Thursday, 07 July 2022. A press release to be prepared by the Town Clerk following successful appointment of the positions.

TC1.5.8 Reason for Recommendation

- a To provide efficiency of managing the recruitment process in accord with the committee's direction.

(End)

TC1.6 Sickness Policy

To consider amending the Council's sickness policy to discourage entering the workplace when infectious (10 mins)

(Local Government Act, 1972 sch 12a part 1)

Report Author: Town Clerk

TC1.6.1 Summary and Background information

- a The Clerk has been looking into learnings and best practice arising from the Covid-19 pandemic.
- b The Council's Staff Handbook has a section to include
- c Infectious Disease:
An employee who is prevented from attending work because of contact with infectious disease shall be entitled to receive normal pay whilst absent from work in consequence of this. The period of absence on this account shall not be reckoned against the employee's entitlements under this scheme.
If an employee contracts an industrial disease, or is involved in an accident or assault arising out of, or in the normal course of their employment, this will be considered entirely separately from normal sickness absence and therefore will not be off set against an employee's sick pay entitlement under the sick pay scheme.
- d The Clerk has investigated with its employment advisors whether there is a possibility to encourage staff members to work from home when they may be infectious but still well enough to work thereby reducing the potential to pass on illness to other staff members.
- e The Council's advisers have provided the following:
We can add a sentence confirming what infectious diseases will be. The following definition is from the Collins Dictionary
"a disease caused by microorganisms such as bacteria, viruses or protozoa" or, the following definition is from the NHS website
"Infectious diseases are caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. Zoonotic diseases are infectious diseases of animals that can cause disease when transmitted to humans" – was either of these something you had in mind? If you do choose to include a definition, we may want to caveat this.
The Council could potentially look to ask employees to work from home if they are suffering from a viral infection however, who would decide what constitutes a viral infection and not? For example, would an employee who has sneezed be asked to work from home or, would it have to be continuous symptoms?
There would need to be some consistency in how this is applied and it would be advisable to caveat this also, to confirm it will be dealt with on a case by case basis.

TC1.6.2 Scheme of Delegation

- a The Committee has delegated authority to deal with the following matters to conclusion: Matters relating to the appointment, promotion, retention, discipline, salary and conditions of service of staff of the Council.

TC1.6.3 Legal Authority and Implication

- a A local authority shall appoint such officers as they think necessary for the proper discharge of their functions. (Local Government Act 1972 s.112)

TC1.6.4 Town Plan Reference

- a None

TC1.6.5 Financial Implication

- a None

TC1.6.6 Impact Assessment

- a Equalities – The selection panel must have due regard to equal opportunities at all stages of the recruitment process.

TC1.6.7 Recommendation

- a That the committee considers any amendments to the staff handbook. Completion of this resolution to be no later than Tuesday, 21 June 2022. A press release is not required for this decision.

(End)

TC1.7 Confidential Business

To consider entering confidential session for the discussion of exempt information

(1 mins)

(Local Government Act, 1972 sch 12a part 1)

Report Author: Town Clerk

TC1.7.1 Summary and Background information

- a** Every council and its committees must be open to the public, except when the public is excluded - as it must be - because confidential information might otherwise be disclosed during an item of business or if information within one of the statutorily specified categories of exempt information might be disclosed.
- b** Exclusion must be reasonable. The council must justify its action by reference to the statutory list of exempt information.
1. Information relating to any individual.
 2. Information which is likely to reveal the identity of an individual.
 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
 4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
 5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
 6. Information which reveals that the authority proposes—
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
 7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
- c** Qualifications to the exclusions above include:
8. Information falling within paragraph 3 above is not exempt information by virtue of that paragraph if it is required to be registered under—
 - (a) the Companies Acts (as defined in section 2 of the Companies Act 2006);
 - (b) the Friendly Societies Act 1974 M1;
 - (c) the Friendly Societies Act 1992 M2;
 - (d) the Co-operative and Community Benefit Societies Act 2014;
 - (e) the Building Societies Act 1986 M3; or
 - (f) the Charities Act 2011.
 9. Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission or permission in principle pursuant to regulation 3 of the Town and Country Planning General Regulations 1992 M4.
 10. Information which—
 - (a) falls within any of paragraphs 1 to 7 above; and
 - (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above, is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.]

TC1.7.2 Legal Authority and Implication

- a The Local Government Act 1972 Schedule 12A provides the framework for exempt information and to exclude public and press from certain items of Council business.

TC1.7.3 Recommendation

- a To exclude the press and public from the remaining business identified on the agenda due to the likely disclose of exempt information as identified in the Local Government Act 1972 Schedule 12A paragraphs 1 - 3.

(End)

TC1.8 Staff Resignation

To consider confidential matters relating to staff resignation.

(10 mins)

(Local Government Act, 1972 sch 12a part 1)

Report Author: Town Clerk

TC1.8.1 Resignation of staff member

- a A member of staff has resigned, the Committee is invited to consider the parameters for replacement.

TC1.8.2 Scheme of Delegation

- a The Committee has delegated authority to deal with, to conclusion, matters relating to the appointment, promotion, retention, discipline, salary and conditions of service of all staff of the council

TC1.8.3 Legal Authority and Implication

- a A local authority shall appoint such officers as they think necessary for the proper discharge of their functions. (Local Government Act, 1972 s.112)

TC1.8.4 Recommendation

- a Recruit a replacement staff member with the same job description and pay grade as existing. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Thursday, 04 August 2022. A press release to be prepared by the Town Clerk in consultation with the Chair of the HR Committee.

TC1.8.5 Reason for Recommendation

- a To efficiently manage the staff resources of the Town Council.

(End)

TC1.9 Parental Leave

To consider confidential matters relating to parental leave.

(10 mins)

(Local Government Act, 1972 sch 12a part 1)

Report Author: Town Clerk

TC1.9.1 Return from Parental Leave

- a A member of staff is returning from parental leave, the Committee is invited to consider the arrangements for their return.

TC1.9.2 Scheme of Delegation

- a The Committee has delegated authority to deal with, to conclusion, matters relating to the appointment, promotion, retention, discipline, salary and conditions of service of all staff of the council

TC1.9.3 Legal Authority and Implication

- a A local authority shall appoint such officers as they think necessary for the proper discharge of their functions. (Local Government Act, 1972 s.112)

TC1.9.4 Recommendation

- a Agree the arrangements for return from parental leave. Delegate to the Town Clerk all details in discharging this decision. Completion of this resolution to be no later than Thursday, 29 September 2022. A press release is not required for this decision.

TC1.9.5 Reason for Recommendation

- a To efficiently manage the staff resources of the Town Council.

(End)

TC1.10 Staffing Matters

To consider confidential matters relating to staff for resolution.

(10 mins)

(Local Government Act, 1972 sch 12a part 1)

Report Author: Town Clerk

TC1.10.1 Scheme of Delegation

- a The Committee has delegated authority to deal with, to conclusion, matters relating to the appointment, promotion, retention, discipline, salary and conditions of service of all staff of the council

TC1.10.2 Legal Authority and Implication

- a A local authority shall appoint such officers as they think necessary for the proper discharge of their functions. (Local Government Act, 1972 s.112)

TC1.10.3 Recommendation

- a To note the staffing matters raised by the Town Clerk.

TC1.10.4 Reason for Recommendation

- a To efficiently manage the staff resources of the Town Council.

(End)