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# A MEETING OF THE HUMAN RESOURCES COMMITTEE

[Link to Agenda here](#)

**Held on:** Wednesday, 27 September 2022 at 7 pm. The Council Chamber, Mendip District Council Offices, Shepton Mallet, BA4 5BT

**Members Summoned and Present:** HR Cllrs; Crisfield (Vice-Chair), Ducker, Hale (Chair), Harrison, Kennedy, Mayall

**Officers Present:** Claire Commons, Town Clerk

## Public Question Time

There were no members of the public or press present.

## MINUTES

### HR2.1 Apologies

- a. Officer report HR2.1 was received and it was **NOTED** that there were no members absent.

### HR2.2 Declarations of Interest

- a. Officer report HR2.2 was received, all councillors were reminded of their duty to declare any interests in the business to be transacted and it was **NOTED** that the Clerk declared an interest in all items as a member of staff

### HR2.3 Minutes

- a. Officer report HR2.3 was received and it was **RESOLVED** that the minutes of Tuesday, 07 June 2022 be approved for signing as a true record of the decisions taken.

### HR2.4 Officer Report to the Committee

- a. Officer report HR2.4 was received and it was **NOTED**

### HR2.5 TOIL Policy

- a. Officer report HR2.5 was received and it was **RESOLVED** to adopt the TOIL policy with the addition of the TOIL requirements relating to senior members of staff as stated in the Green Book terms and conditions.

ACTION: TOWN CLERK

**HR2.6 Menopause Policy**

- a. Officer report HR2.6 was received and it was **RESOLVED** to adopt the menopause policy with one typographical correction at 1.2

ACTION: TOWN CLERK

**HR2.7 Fundraising Officer**

- a. Officer report HR2.7 was received and it was **RESOLVED** to circulate the job description to committee members review for one week then reissue the advert for the fundraising post for a period of 3 weeks. *(Financial provision - Approximately £200 4028 Communications)*

ACTION: TOWN CLERK

- b. It was **RESOLVED** should the recruitment campaign for a Fundraising Officer be unsuccessful, the Council will seek to engage freelance services for fundraising to particular projects. *(Financial provision - not to exceed annual budget for the employed post - Salaries)*

ACTION: TOWN CLERK

**HR2.8 Clerks Probation and Appraisal**

- a. Officer report HR2.8 was received and it was **RESOLVED** that the Chair of the Council and Chair of the Human Resources Committee carry out the Clerk's probation appraisal review directly following the close of the Human Resources Committee meeting and that the next meeting of the committee ratifies the outcome.

ACTION: COUNCILLORS HARRISON AND HALE

**HR2.9 Confidential Business**

- a. Officer report HR2.9 was received. There were no members of the press or public present requiring a resolution to enter confidential session.

**HR2.10 Budget**

- a. Officer report HR2.10 was received and it was **RECOMMENDED to the Policy & Resources Committee** the budget provided in the supporting papers with an amendment to show increased hours for the Fundraising Officer and noting that the IT section of the budgets will require an amount for funding software.

ACTION: TOWN CLERK

**HR2.11 Staffing Matters**

- a. Officer report HR2.11 was received and formal thanks were extended to the staff for their work, diligence and prompt professional response to the news of the Queen's death.
- b. it was **RESOLVED** to award the Democratic Officer an increase to scale range 13 - 17 in recognition of the additional responsibilities taken on. This to take effect from 1st October 2022. *(Financial provision - Salaries)*
- c. It was **RECOMMENDED to** the next meeting of the committee to bring a proposal of additional annualised hours.

ACTION: TOWN CLERK

There being no further business, the meeting was closed at 9pm. It was agreed that due to the lateness of the meeting close, the Clerk's probation appraisal review would be carried out on Wednesday 5th October 2022.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_