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

07 December 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, 13 December 2022** in the Committee room, Mendip District Council

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

Encs

(document name and page number where it is referenced)

HUMAN RESOURCES COMMITTEE

Agenda

HR3.1	APOLOGIES	3
	To receive and consider for acceptance, apologies for absence(1 min) <i>(Local Government Act, 1972 s.85)</i>	
HR3.2	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>	
HR3.3	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>	
HR3.4	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>	
HR3.5	TRAINING PROGRAMME	7
	To consider adopting a training programme for councillors and staff (10 mins) <i>(Local Government Act 1972 Sch 12)</i>	
HR3.6	HOMEWORKING POLICY	9
	To consider adopting a Homeworking Policy..... (10 mins) <i>(Local Government Act 1972 Sch 12)</i>	
HR3.7	STAFFING MATTERS	10
	To consider staffing matters presented by the Clerk..... (40 mins) <i>(Local Government Act 1972 Sch 12)</i>	

Anticipated meeting end time 8:10pm

Date of next meeting:

21st February 2023

HR3.1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

(Local Government Act, 1972 s.85)

Report Author: Town Clerk

HR3.1.1 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.

HR3.1.2 Apologies received and reason

HR3.1.3 Recommendation

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

HR3.1.4 Reason for Recommendation

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

(End)

HR3.2 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)

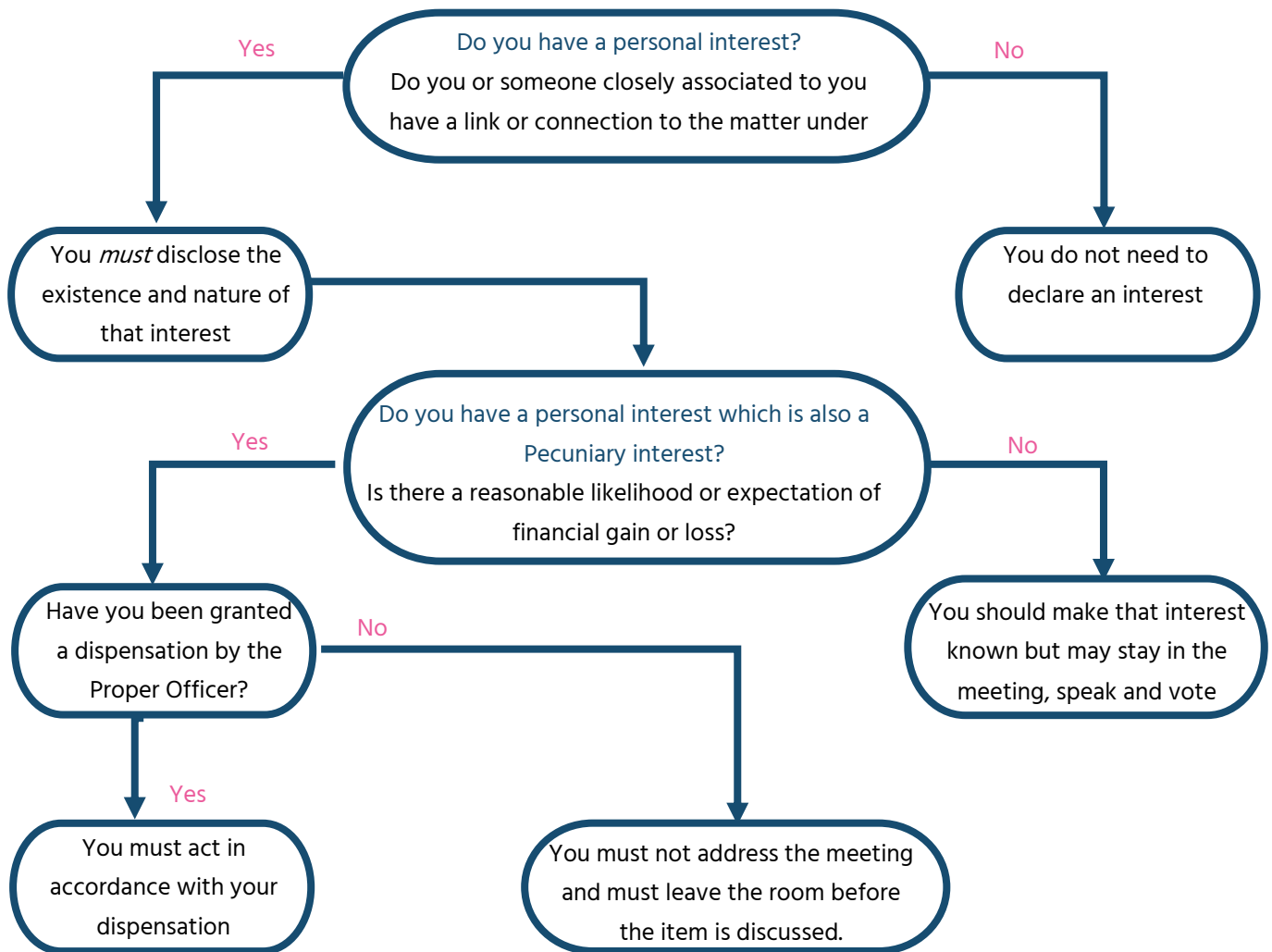
Report Author: Town Clerk

HR3.2.1 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)

HR3.2.2 Recommendation

- a To note the declarations made during the meeting.



(End)

HR3.3 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:

HR3.3.1 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).

HR3.3.2 Recommendation

- a That the minutes of [27th September 2022](#) be approved for signing as a true record of the decisions taken.

(End)

HR3.4 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

HR3.4.1 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).

HR3.4.2 Updates and Actions from 27/09/2022

[Complete] [In Progress] [Not Started / behind schedule]

- a HR2.6 Toil Policy
- b HR2.6 Menopause Policy
- c HR2.7 Fundraising Officer – advert live
- d HR2.8 Clerks Probation and Appraisal -
- e HR2.10 Budget –

HR3.4.3 Updates and Actions from previous meetings

- a HR1.10b Agreed that the toil policy be confirmed in line with the green book terms and conditions and a report be brought to the next committee meeting to consider the clerk's contracted hours.

HR3.4.4 Financial Update

HR3.4.5 Recommendation

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

HR3.4.6 Reason for Recommendation

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

(End)

HR3.5 Training Programme

To consider adopting a training programme for councillors and staff

(10 mins)

(Local Government Act 1972 Sch 12)

Report Author: Town Clerk

HR3.5.1 Summary and Background information

- a At its meeting on 8th November, the Council signed the Civility and Respect pledge.
- b One of the requirements of the pledge was to have in place a training programme for councillors and staff
- c The Clerk has prepared a draft programme below which can be reviewed annually or as required.
- d NALC and SLCC have provided the following information relating to this section of the pledge:
"One of the project's key aims is to deliver training packages to support councillors, clerks, and employees experiencing difficulties with bullying and harassment. We have worked with key partners to create a new series of packages covering local council and councillor communications and engagement and are now pleased to share the first range of this training. Cost for attendance will be supplemented by the project, and they are being offered at a 50% discount to the full price until the end of 2022. We will schedule additional dates if we have a high demand for places. Breakthrough Communications has created a suite of bespoke workshops and resource packs for local council clerks, officers, and councillors as part of the Civility & Respect Project. Each package comprises useful guides, custom-designed toolkits, and access to on-demand and live virtual training events. We have designed separate packages for clerks/officers and councillors, covering the themes of emotional intelligence and resilience, leadership in challenging situations, and how councils and councillors can avoid negative engagement on social media."
- e It is recommended that each year a budget is provided that allows for each member of staff and each councillor to attend at least one training course. The cost will vary depending on the supplier and whether the trainer is brought in to give bespoke training. It is recommended that *at least* £100 is allocated per councillor and £500 per member of staff.
- f The table below shows the recommended scope of training which is available either as part of the civility and respect programme or in addition to it.

Topic	Who	How often
Resilience and Emotional Intelligence – What it means in practice for clerks and council officers	Councillors Officers	As required by the individual
Leadership in Challenging Situations – Dealing with challenging situations and working with others effectively	Committee and Council Chairs Clerk and Deputy Clerk	Once upon taking a chairmanship position, refresh as desired by individual
Respectful Social Media – How to deal with attacks and negative engagement	Councillors Officer	Every 2 - 3 years
Civility and respect – Uncovering the issues for the public sector	Councillors Officers (note, these sessions are run as clerk only and councillor only)	As required by the individual. Councillors may consider how they might recommend individuals attend this course
What makes people become challenging?	Councillors Officers	As required by the individual. Councillors may consider how

	(note, these sessions are run as clerk only and councillor only)	they might recommend individuals attend this course
Understanding psychopathic and narcissistic behaviour	Councillors Officers (note, these sessions are run as clerk only and councillor only)	As required by the individual. Councillors may consider how they might recommend individuals attend this course
Code of Conduct	Councillors Officers (note, these sessions are run as clerk only and councillor only)	As required by the individual. Councillors may consider how they might recommend individuals attend this course
Chairmanship training	Chairs of committees and council	Upon taking office in each electoral term
Role Specific	Councillors Officers	For Councillors, as new roles are undertaken, training to meet specific needs such as planning, finance, fundraising, community engagement (this list is not exhaustive). For officers, as identified during the appraisal process or as matters arise during the year.

HR3.5.2 Inhouse Training

- a Claire to do webinars with other staff and cllrs for cllrs and staff in their own time.

HR3.5.3 Financial Implication

- a None related to adoption of a training programme. A training budget is allocated each year.

HR3.5.4 Recommendation

- a That the committee adopts a training programme either in the form of this officer report or an alternative as proposed by the committee. Delegate to the Town Clerk all details in discharging this decision. Completion date of this resolution to be agreed by the committee A press release is not required for this decision.

HR3.5.5 Reason for Recommendation

- a To support the element of the Civility and Respect Pledge which reads *"Our council has put in place a training programme for councillors and staff"*

(End)

HR3.6 Homeworking Policy

To consider adopting a Homeworking Policy

(10 mins)

(Local Government Act 1972 Sch 12)

Report Author: Town Clerk

HR3.6.1 Summary and Background information

- a The Council employs several members of staff with the ability to work partially from home.
- b Providing flexible working can be highly beneficial to the council and employee and create a stronger work ethic but does need clear parameters so that the requirements of the council are met.
- c Setting the responsibilities on each side of an arrangement can be achieved through a policy. A draft policy has been prepared for councillors consideration.

HR3.6.2 Financial Implication

- a None.

HR3.6.3 Recommendation

- a Adopt the Home Working Policy as drafted and review every three years. Delegate to the Town Clerk all details in discharging this decision

HR3.6.4 Reason for Recommendation

- a To provide the parameters for employees working from home and the framework for how to apply for partial home working.

(End)

HR3.7 Staffing Matters

To consider staffing matters presented by the Clerk

(40 mins)

(Local Government Act 1972 Sch 12)

Report Author: Town Clerk

HR3.7.1 Summary and Background information

- ☐ A confidential paper will follow and cover the following matters;
- Christmas opening hours
 - Individual staffing updates and requests
 - Probation Review of new members of staff
 - Building relationships

HR3.7.2 Recommendation

- ☐ Note the staffing matters raised by the Town Clerk and decide on matters outlined in the confidential paper.

HR3.7.3 Reason for Recommendation

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

(End)