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A MEETING OF THE Human Resources Committee

[Link to Agenda here](#)

Held on: 13th December 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

Absent: Cllr Kennedy

Officers Present: Claire Commons - Town Clerk, Zoe Moxham - Deputy Town Clerk and RFO

In attendance: there were no other persons present.

Public Question Time

There were no members of the public or press present.

MINUTES

HR3.1 Apologies

- a. Officer report HR3.1 was received and it was **RESOLVED** To accept apologies for absence from Cllr Kennedy due to a conflicting personal engagement.

HR3.2 Declarations of Interest

- a. Officer report HR3.2 was received, all councillors were reminded of their duty to declare any interests in the business to be transacted and it was **NOTED** that Claire Commons and Zoe Moxham were present but had no direct interests relating to the matters to be discussed. (*Financial provision - 0*)

HR3.3 Minutes

- a. Officer report HR3.3 was received and it was **RESOLVED** that the minutes of Tuesday, 27 September 2022 be approved for signing as a true record of the decisions taken. (*Financial provision - 0*)

ACTION: CLLR S HALE

HR3.4 Officer Report to the Committee

- a. Officer report HR3.4 was received and **NOTED** (*Financial provision - 0*)

HR3.5 Training Programme

- a. Officer report HR3.5 was received and it was **RESOLVED** to adopt the training programme as provided in the table in the report, to include the availability of Cllr Crisfield to deliver inhouse equality and diversity training, for the clerk to provide some bite size webinars for councillors and to arrange for 'crucial conversations' training for

councillors and staff within the existing training budget. (*Financial provision - within the training budget and the clerk's delegated spend authority*)

ACTION: TOWN CLERK

HR3.6 Homeworking Policy

- a. Officer report HR3.6 was received and it was **RESOLVED** to adopt the policy, providing a 4 week notice period in the clause relating to performance. (*Financial provision - 0*)

ACTION: TOWN CLERK

HR3.7 Staffing Matters

- a. Officer report HR3.7 was received and it was **RESOLVED** to provide £10 per head from the Chairman's allowance towards the staff Christmas lunch (*Financial provision - £60 Civic*)

ACTION: TOWN CLERK

- b. On matters relating to the Christmas opening hours, the request for an additional day's leave was declined. It was requested that the chairman had the Clerk's personal mobile in case of emergency.

ACTION: TOWN CLERK

- c. On matters relating to individual staff members it was **RECOMMENDED to** the next meeting of the Human Resources Committee to review the hours and salary level of the town clerk and to review the detail of the job description for the Project Officer.

ACTION: TOWN CLERK

- d. On other matters relating to individual staff members it was **RESOLVED**;
In relation to the Assistant Town Clerk, to pay at standard rate for meetings outside normal working hours and to pay at that rate for toil accrued through evening meetings in the current municipal year.
In relation to the Project Officer to Adjust the job title to Project Manager and the scale range to LC2 above substantive SCP29-32.
In relation to the Democratic Support Assistant to include events in the job description and provide overtime at standard rate for meetings and events that fall outside the normal working hours (*Financial provision - Not to exceed the current staffing budget*)

- e. On matters relating to staff probation, a verbal update was provided and agreed.

There being no further business, the meeting was closed at 9:15pm

These minutes will be adopted on 21/2/23 under minute reference HR4.3 as a true record of the decisions taken and will be duly signed below by the chair of that meeting.