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

15 February 2023

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, 21 February 2023** 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

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Anticipated meeting end time 7:30PM

Date of next meeting:

To be confirmed when the annual calendar of meetings has been agreed by Council.

HR4.1 Apologies

To receive and consider for acceptance, apologies for absence

(1 min)

(Local Government Act, 1972 s.85)

Report Author: Town Clerk

HR4.1.1 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.

HR4.1.2 Apologies received and reason

- a No apologies received at the time of issue.

HR4.1.3 Recommendation

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

HR4.1.4 Reason for Recommendation

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

(End)

HR4.2 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)

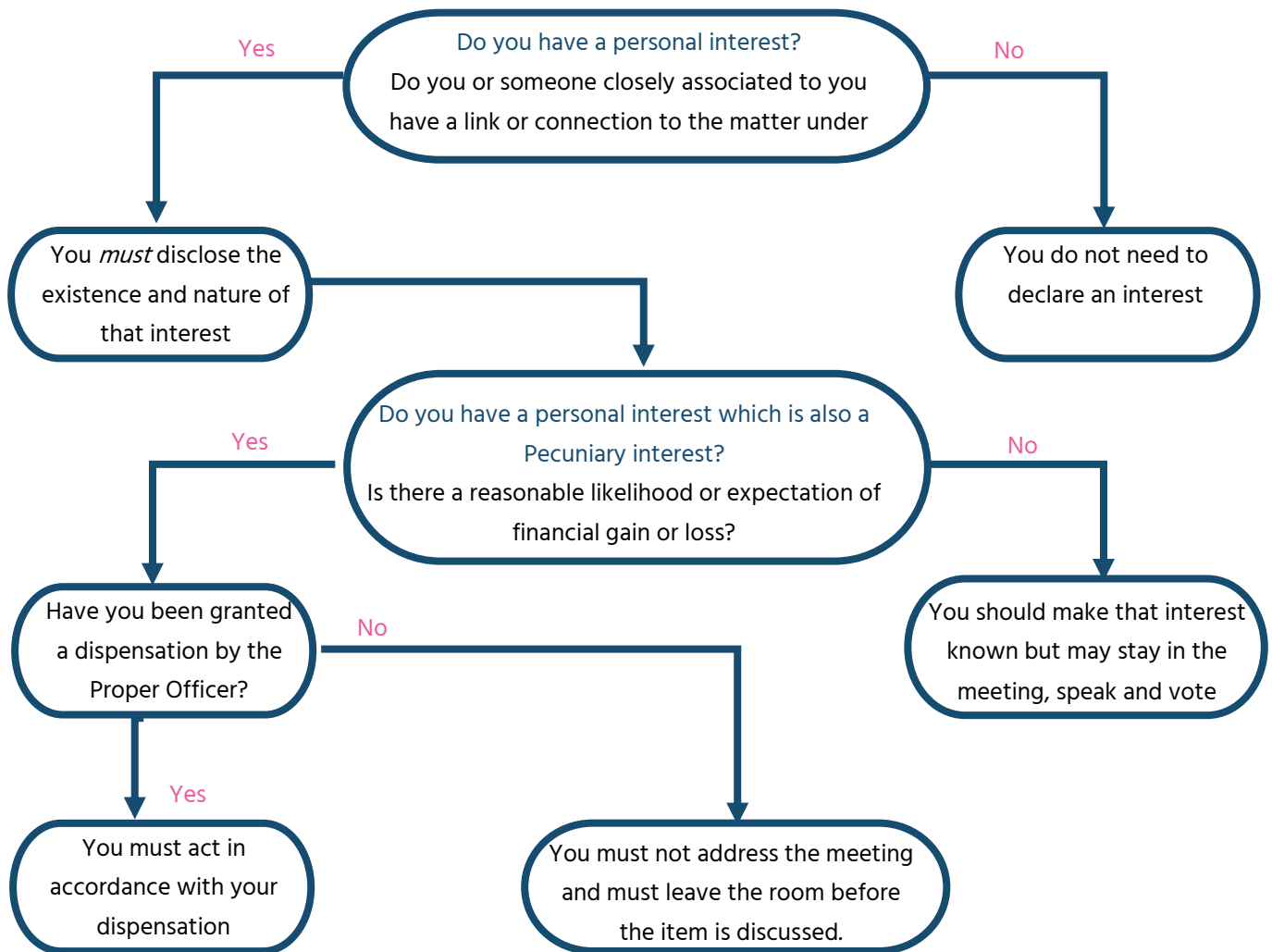
Report Author: Town Clerk

HR4.2.1 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)

HR4.2.2 Recommendation

- a To note the declarations made during the meeting.



(End)

HR4.3 Minutes

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

(1 min)

(Local Government Act 1972 Sch 12)

Report Author Deputy Town Clerk & RFO:

HR4.3.1 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).

HR4.3.2 Recommendation

- a That the minutes of [13th December 2022](#) be approved for signing as a true record of the decisions taken. Completion of this resolution to be no later than Wednesday, 22 February 2023. A press release is not required for this decision.

(End)

HR4.4 Confidential Business

To consider entering confidential session for the discussion of exempt Information

(1 min)

(Local Government Act 1972 Sch 12)

Report Author: Deputy Town Clerk & RFO

HR4.4.1 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:

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.]

HR4.4.2 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

HR4.4.3 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)

HR4.5 Staffing Matters

To consider staffing matters presented by the Clerk

(20 mins)

(Local Government Act 1972 Sch 12)

Report Author: Deputy Town Clerk & RFO

HR4.5.1 Summary and Background information

a To receive a verbal update from the Town Clerk.

HR4.5.2 Recommendation

a Note the staffing matters raised by the Town Clerk and decide on matters outlined.

HR4.5.3 Reason for Recommendation

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

(End)