

**To all Members of Honiton Town Council  
Human Resources Committee**

You are hereby notified of a meeting of **The Human Resources Committee** to be held at Town Council offices, The Beehive, Dowell Street Honiton on **Monday 15 July 2019 commencing at 7.00pm** to transact the following business

Members on this committee:- Cllr Zarczynski, Cllr Sheridan-Shaw, Cllr Carrigan, Cllr Darrant, Cllr Coombs

Dated this 9 July 2019



Mark Tredwin  
**Town Clerk**

**AGENDA**

- 1. To elect a Chair of the Human Resources Committee**
- 2. To elect a Vice-Chair of the Human Resources Committee**
- 3. To receive apologies for absence**  
To receive and record any apologies and reasons for absence
- 4. Disclosable pecuniary Interests**

Members are reminded that if they have a Disclosable Pecuniary Interest on their register of interest relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly if you are or become aware of a Disclosable Pecuniary Interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

- 5. To note the grant of dispensations made by the town clerk in relation to the business of this meeting.**
- 6. Public Question Time for items on the agenda - adjournment for 15 minutes.** Questions relating to items on the agenda may be asked at the meeting at the discretion of the Mayor or meeting chairman. No more than 3 minutes will be allowed for any person speaking. The council may respond verbally at the meeting or subsequently in writing. **Persons wishing to ask a question should notify the Clerk before the meeting so that they can be called and should fill out Public Question form which will be available at the meeting, giving name, agenda item to be addressed and contact details in the event of a written response.**

## PART A MATTERS FOR DECISION

7. **To confirm the accuracy of the minutes of the Human Resources committee meeting held on [7th January 2019](#)**

8. **To review the employment of the market and general council assistant**

For members to consider the further employment of the market and general council assistant

*That in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.*

9. **To consider the deputy town clerk's current pay spine and future progression**

For members to consider realigning the deputies pay spine and progression in line with the seniority of her position

*That in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.*

10. **To consider the appointment of a member of staff to assist the market assistant with external works.**

Members to consider the employment of an extra person on a casual basis to assist the market assistant on external works.

*That in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960.*

## PART B EXEMPT MATTERS FOR DECISION

*To move that under section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraph 1 and 8 of schedule 12A to the Local Government Act 1972 (see section 1 and part 1 of schedule 1 to the Local Government (Access to Information) Act 1985, as amended by the Local Government (Access to Information) (Variation) Order 2006.*

11. **Agenda item 8 - To review the employment of the market and general council assistant**

12. **Agenda item 9 - To consider the deputy town clerk's current pay spine and future progression**

13. **Agenda item 10 - To consider the appointment of a member of staff to assist the market assistant with external works.**
14. **To close the meeting.**

### **Reminder for Members**

- You must declare the nature of any disclosable pecuniary interests. (Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners). You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.
- Make sure you say what your interest is as this has to be included in the minutes. (For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer'.)
- If your interest is a disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk or Deputy Clerk.
- Confidential information can be viewed at the Town Council Office during public opening hours of 10am – 1pm or by pre-arranged appointment for outside office hours.

### **PLEASE NOTE THAT MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THIS MEETING AS OBSERVERS**

**Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.**

**If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.**

**Members of the public exercising their right to speak during Public Question Time may be recorded.**

**Copies of this document are available in large print on request**

**COPIES OF ALL RELEVANT PAPERS MAY BE ACCESSED PRIOR TO THE MEETING AT [www.honiton.gov.uk](http://www.honiton.gov.uk) OR VIA THE TOWN COUNCIL OFFICE**