

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

A meeting of the **Human Resources Committee** to which you are summoned, will be held via ZOOM on
Wednesday 28th October 2020 commencing at 7.00pm
to transact the following business

In accordance with the provisions of *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020*, this meeting will be held remotely and Members of the Town Council and members of the public can access the meeting by taking the following steps:

Download this:

<https://us02web.zoom.us/j/83848978858?pwd=QVIIL1ZWalZKR3ZFMVd0NEM3d1VXdz09>

Meeting ID: 838 4897 8858

Passcode: 254283

Dated this 23rd October 2020

Heloise Marlow

Heloise Marlow

Deputy Town Clerk

AGENDA

This meeting will be recorded and recordings will be held for one year by the Town Council. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If you wish to speak, please raise your hand and you will be invited to speak by the Clerk, at which point you will be asked to unmute your microphone.

Voting will also take place by a show of hands and the Clerk will indicate that the votes have been noted.

If technical issues occur, the meeting may be paused to re-establish a connection. If a technological failure prevents the public from accessing the meeting or the meeting is no longer quorate, the Chairman may adjourn the meeting.

1. **To receive apologies for absence**
To receive and record any apologies and reasons for absence
2. **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.

3. **To note the grant of dispensations made by the town clerk in relation to the business of this meeting.**
4. **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 must provide the Clerk with a copy of their question in writing prior to 12 midday on the date of the meeting giving their name, the agenda item to be addressed and their contact details in the event of a written response.**

PART A MATTERS FOR DECISION

5. **To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 20th August 2020.**
6. **To discuss NALC's Anti-harassment and bullying policy.**
7. **To discuss staffing issues, in particular proceeding with action in regard to a member of staff.**

If members wish to move any items into exempt business then 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.

8. To discuss the draft advertisement for the position of Town Clerk and the recruitment process.

If members wish to move any items into exempt business then 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. 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.

10. Agenda item 7 - To discuss staffing issues, in particular, proceeding with action in regard to a member of staff.

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.

11. Agenda item 8 – To discuss the draft advertisement for the position of Town Clerk and the recruitment process.

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.

12. 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 OR VIA THE TOWN COUNCIL OFFICE