

**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 **Monday 22nd March 2021 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:

Join Zoom Meeting

<https://zoom.us/j/92755114312?pwd=SHVQUjBneWVQZWpLRIJHNHRuZ2ZXUT09>

Meeting ID: 927 5511 4312

Passcode: 605232

Dated this 17th March 2021

Stephen Hill

Stephen Hill
Town Clerk

AGENDA

This meeting will be recorded and recordings will be held for the purposes of preparing the Minutes 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 Deputy Clerk, at which point your microphone will be unmuted.

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. Apologies for absence**
To **RECEIVE** and record apologies and reasons for absence.
- 2. Declarations of Interests**

To **RECEIVE** any declarations of interest.

Members are reminded that if they have a Disclosable Pecuniary Interest (DPI) (on their register of interest or otherwise) 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 DPI 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, leave and not Vote on the item and register the DPI within 28 days. Similarly, other Personal Interests should be declared at this meeting.

3. Dispensations

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

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 and normally up to a total of 15 minutes will be permitted. The council may respond verbally at the meeting or subsequently in writing.

Members of the public will be allowed to speak at the beginning of the meeting in the usual way. **To ensure the smooth running of the meeting, members of the public should provide their questions in writing prior to midday on the day of the meeting. Questions received after midday will not be tabled at the meeting.**

PART A MATTERS FOR DECISION

5. Minutes of the HR Committee Meeting held on 28 October 2020

Council is asked to **RESOLVE** to approve for accuracy the minutes of the HR Committee meeting held on 28 October 2020, as published, and circulated with this Agenda.

6. HR Committee Terms of Reference

Committee is asked to review its Terms of Reference (adopted November 2018) and **RESOLVE** (i) any amendments and (ii) recommend for approval to Annual Council.

7. Appeals (Complaints) Committee Terms of Reference

In line with Full Council decision 20/161 Committee is asked to consider the suggested draft Terms of Reference of the Appeals Committee and **RESOLVE** (i) any amendments and (ii) recommend for approval to Annual Council.

8. Recruitment Policy and Procedure

In line with Full Council decision 20/189 Committee is asked to **NOTE** the approved Recruitment Policy & Procedure.

9. Recruitment to Vacant Posts

In line with Full Council decision 20/159 Committee is asked to **RESOLVE** to (i) approve the recruitment to two vacant establishment posts (ii) to include proposed roles, job description /person specification (Town Clerk Assistant and Market

Manager), (iii) hours/cost, (iv) advertisement and (v) recruitment timetable, leading to identifying preferred candidates for recruitment to posts, with recommendations for confirmation of appointment brought to Full Council.

10. Processes for Employment Records

Committee is asked to **NOTE** the processes for recording annual leave, sick leave, TOIL and overtime records.

11. Payroll Service Level Agreement: HTC / EDDC

Committee is asked to **NOTE** to Service Level Agreement (SLA) between HTC and EDDC for Payroll Services.

12. Exempt Business

*Council is asked to **RESOLVE** 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 items 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.*

PART B

13. Update of Staff Matters

Committee will receive an update on current staff matters.

14. Assistant Salaries

In line with above Agenda item (Recruitment to Vacant Posts) Committee is asked to **RESOLVE** to (i) inform Finance & Policy Committee and (ii) recommend to Full Council to appoint to and allocation of Assistant Town Clerk role/s at LC1 substantive range.

15. Town Clerk Hours of Work

In line with the employment contract, Committee is asked to **NOTE** the planned hours of work of the Town Clerk.

16. 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 AT www.honiton.gov.uk

OR VIA THE TOWN COUNCIL OFFICE