

**Minutes of the Human Resources Committee Meeting of the Town Council on
Monday 15th November 2021 at 6.00pm**

Present

St Michael's Ward

Cllr J Bonetta
Cllr A Proszowska

St Paul's Ward

Cllr R Coombs
Cllr S Sexton (Chairman)
Cllr K Cloke

In attendance

Town Clerk
And via video link:
Cllr T Howard
Cllr T McCollum
1 no. member of the public

21/01/HR

Chairman

The Committee elected a Chairman for the HR Committee.

**Members RESOLVED unanimously to elect Cllr Sexton as
Chairman of the HR Committee.**

Proposed by Cllr Bonetta and seconded by Cllr Proszowska

21/02/HR

Vice Chairman

The Committee considered election of a Vice Chairman for the HR Committee.

**Members RESOLVED unanimously to defer this item to the next
meeting of HR Committee.**

Proposed by Cllr Cloke and seconded by Cllr Bonetta

21/03/HR

Apologies for absence

Apologies were received from Cllr T Howard but she attended via video link.

21/04/HR

Declarations of Interests

None

21/05/HR

Dispensations

There were no requests for or grants of dispensations made by the Town Clerk in relation to the business of the meeting.

20/06/HR

Public Question Time for items on the agenda

There were no questions from the public.

20/07/HR **Minutes of the HR Committee Meeting held on 28th April 2021**
A copy of the minutes had been circulated in advance.
Members RESOLVED unanimously to refer the minutes of HR Committee meeting on the 28th April 2021 to Full Council for approval.

Proposed by Cllr Bonetta and seconded by Cllr Cloke.

21/08/HR **Terms of Reference (ToR)**

Cllr A Proszowska joined the meeting at 18:11

Members RESOLVED to refer the Terms of Reference and specifically Election of Members for the HR Committee to Full Council.

For:3, Against 0, Abstention, 1

Proposed by Cllr Bonetta and seconded by Cllr Cloke.

Members RESOLVED unanimously that ToR Item 10 should be revised to include line management of the Town Clerk by the HR Committee and suggested 6no. Members for the Committee.

Proposed by Cllr Cloke and seconded by Cllr Bonetta.

Cllr R Coombs joined the meeting at 18:15

21/09/HR **Frequency and day/ time of meetings**
Members RESOLVED unanimously that the Committee plan to meet 3 times per year at 7pm.

Proposed by Cllr Proszowska and seconded by Cllr Cloke.

21/10/HR **Budget setting 2022-2023**

Members considered the [budget headings](#) and made the following recommendations to Finance and Policy Committee on 29th November 2021 in respect of the budget and precept setting:

Insurance should be budgeted at a more realistic £6,500

Computer Maintenance should increase to £4,000; the Clerk will provide a more detailed proposal for support from the current IT provider.

Committee suggested increasing salary budget to cater for regular Administration overtime; resilience for the Market Superintendent role; extending Market Superintendent hours; democratic services; Grants finder; and social media. A proposal is needed to include grade/salary, role, hours and locum/contractor.

Increase to staff training budget.

Committee noted the Officer time to manage case at Employment Tribunal (ET), which will be able to be quantified.

Committee noted that any proposals will impact on Precept and that compared to other similar local councils, Honiton TC's Precept is lower.

Members RESOLVED unanimously to recommend to Finance and Policy Committee on 29th November 2021 in respect of the budget and precept setting.

Proposed by Cllr Bontta and seconded by Cllr Cloke

21/11/HR

Project Review and Prioritisation

Members were asked to put forward their proposed actions by 18.11.21 and could prioritise recruitment and staffing levels. Highlighted that some activities are needed to be legally compliant. HR Committee priorities are ET cases; staffing resources; recruitment; legal compliance and Health & Safety.

Members RESOLVED unanimously to ask each Councillor on HR Committee to add to and/or adjust the draft list by 18.11.21.

Proposed by Cllr Bonetta and seconded by Cllr Cloke

20/12/HR

To close the meeting

The meeting was closed at 19:15.