

WHITBY TOWN COUNCIL

Minutes of the meeting of the **HUMAN RESOURCES** Committee held on Tuesday 22 February 2022 in Pannett Art Gallery at 4:30pm.

Present Councillors Mrs N Wilson (Chair), R Barnett, R Dalrymple, Mrs H Coughlan, G Jackson, S Smith and Mrs L Wild.

Also M King, Clerk & Mrs A Cowey, Deputy Clerk

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.

HR179/22 ELECTION OF CHAIR

MOVED Councillor Mrs L Wild, seconded by Councillor R Dalrymple

RESOLVED that Councillor Mrs N Wilson is elected Chair of the Human Resources Committee until the next Annual Meeting of Council.

HR180/22 APOLOGIES FOR ABSENCE

There were no apologies for inability to attend

HR181/22 ELECTION OF VICE-CHAIR

MOVED by Councillor Mrs N Wilson, seconded by Councillor Mrs L Wild

RESOLVED that Councillor R Dalrymple is appointed Vice-Chair of the Human Resources Committee until the next Annual Meeting of Council

HR182/22 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION

No declarations of interests or requests for dispensations were received.

HR183/22 TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH THE TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR.

a) Confirmation of the accuracy of the minutes of the last meeting of the Committee held on 24 November 2020

MOVED by Councillor Mrs H Coughlan, seconded by Councillor Mrs L Wild

RESOLVED that the minutes of the of the Human Resources Committee held on the 24 November 2020 be taken as read and confirmed as a correct record and signed by the Chairman 1 Abstention

- b) Review of the terms of reference of the committee.
- c) Review of delegation arrangements to employees
- d) Review and adoption of appropriate standing orders, financial regulations, policies and procedures relating to the functions of the Committee.
- e) Review of the anticipated Committee workload.

MOVED by Councillor G Jackson, seconded by Councillor Mrs H Coughlan

RESOLVED that items b-e are taken on block, received and approved.

STANDING ORDERS SUSPENDED

HR184/22 PUBLIC PARTICIPATION SESSION

No public participation

STANDING ORDERS REINSTATED

HR185/22 UPDATE ON PAY AWARDS 2021/2022

Members received a report on the 2021/22 pay awards and the advice from the National Association of Local Councils

MOVED by Cllr Mrs L Wild, seconded by Cllr S Smith and

RESOLVED unanimously that staff on SCP1 or SCP2 are paid at an hourly rate of £9.50 from 1 April to comply with the legislation on the National Living Wage, whilst the outcome of the 2021 pay awards are pending.

HR186/22 PERFORMANCE APPRAISALS

The Town Clerk reported on the completed two rounds of performance appraisals. Objectives have been agreed with the relevant staff and will be monitored.

MOVED by Cllr G Jackson, seconded by Cllr R Dalrymple

RESOLVED unanimously that delegation is given to the Chair to carry out the Town Clerks performance appraisal.

HR187/22 ESTABLISHMENT OF POST – MAINTENANCE SUPERVISOR

Councillors discussed the proposed job brief including responsibilities and requirements for the post of Maintenance Supervisor.

MOVED by Councillor Mrs L Wild, seconded by Councillor R Dalrymple

RESOLVED that a) the job brief be sent to Ellis Whittam the Town Councils Employment Advisor and advice sought, and
b) the requirements within the job Brief include a driving Licence and access to a car

HR188/22 EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM HR189, BELOW)

MOVED by Cllr S Smith, seconded by Cllr G Jackson and

RESOLVED unanimously that under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matter referred to at item HR189, below, due to the confidential nature of the business to be transacted.

HR189/22 STAFFING

Staff can only carry 5 days holiday over into the next financial year. Due to workloads caused in part by the corona virus, office staff have accrued a large number of holidays over the last two years.

MOVED by Cllr S Smith, seconded by Cllr Mrs H Coughlan and

RESOLVED unanimously that with staff agreement they carry over 5 day and any outstanding holidays at the end of March 2022 are paid.

MOVED by Councillor R Dalrymple, seconded by Councillor G Jackson

RESOLVED unanimously that the hours given to event organisation is monitored