

PANNETT PARK | WHITBY | YO21 1RE
TEL: (01947) 820227 | E MAIL: info@whitbytowncouncil.gov.uk

Dear Councillor,

19 January 2023

You are requested to attend a meeting of the **HUMAN RESOURCES COMMITTEE** to be conducted in the Pannett Gallery, on **Tuesday 24 January 2023 at 2:00pm**, the agenda for which is set out below.



Michael King
Town Clerk

To: Cllrs Mrs H Coughlan, R Dalrymple, G Goodberry,
J Harston, S Smith, Mrs L Wild and Mrs N Wilson

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and resolve upon apologies for inability to attend.

2. DECLARATION OF INTERESTS AND REQUESTS FOR DISPENSATION

To declare any interests which members have in the following agenda items.

3. PUBLIC PARTICIPATION

Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person).

4. MINUTES OF MEETING HELD ON 11 OCTOBER 2022

To approve the minutes of the last meeting.

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5. UPDATE ON ESTABLISHMENT

To note the procedure for undertaking performance appraisals (verbal report).

6. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 7, BELOW – IF REQUIRED)

To consider a motion – 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 7 below, due to the confidential nature of the business to be transacted.

7. STAFFING

To consider any confidential matters in respect to any individual members of staff.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **HUMAN RESOURCES** Committee held in the Normanby Room, Whitby Museum on Tuesday 11 October 2022 at 2:00pm.

Present: Councillors Mrs Wilson (Chair), Mrs Coughlan, Dalrymple, Goodberry, Harston, Smith and Mrs Wild.

Also: M King, Town 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

200/22 APOLOGIES FOR ABSENCE

None.

201/22 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

STANDING ORDERS SUSPENDED

202/22 PUBLIC PARTICIPATION

None.

STANDING ORDERS REINSTATED

203/22 MINUTES OF MEETING HELD ON 12 JULY 2022.

MOVED by Councillor Goodberry, seconded by Councillor Mrs Coughlan and unanimously

RESOLVED that minutes of the meeting held on 12 July 2022 be approved and signed by the Chair as a correct record.

204/22 UPDATE ON 2022/23 PAY OFFER & BUDGET PREPARATION 2023/24

Submitted: an update on the employers' pay offer for 2022/23, which had been accepted at a ballot of one of the three principal unions, with the outcome of the other (two) ballots anticipated by the end of October, modelling the effect on the council's 2022/23 budget and projected effect for 2023/24.

MOVED by Councillor Smith, seconded by Councillor Mrs Coughlan and unanimously

RESOLVED that (a) the information is noted; and
(b) that payroll estimates of £235,064 are recommended to Council as part of the 2023/24 budget.

205/22 UPDATE ON ESTABLISHMENT

MOVED by Councillor Smith, seconded by Councillor Goodberry and unanimously

RESOLVED that the appointment of a Maintenance Supervisor (25h/w), commencing duty on 10 October 2022, is noted.

206/22 EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 207, BELOW)

MOVED by Cllr Harston, seconded by Cllr Smith 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 207, below, due to the confidential nature of the business to be transacted.

207/22 STAFFING

The Chair confirmed that she had received three individual requests for flexible working arrangements. The Clerk provided updates on the arrangements for cover including remote access to phone and computer systems.

MOVED by Councillor Mrs Wilson, seconded by Councillor Dalrymple and

RESOLVED that it is recommended to Full Council that the requests for flexible working in respect to the posts of Clerk, Deputy Clerk and Curator be approved.

..... 24 January 2023