



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

Dear Councillor,

20 June 2024

You are summoned to attend a meeting of the **HUAMN RESOURCES COMMITTEE** to be conducted in the **Normanby Room, Whitby Museum**, on **Tuesday 25 June 2024 at 11:00am**, the agenda for which is set out below.

Michael King
Town Clerk

To: Councillors Abbott, Brown, Coughlan, Dalrymple (Ex-Officio), Goodberry, Riddolls, Smith and Wild

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. CHAIR**
To elect a Chair of the Human Resources Committee for the ensuing year.
- 2. APOLOGIES**
To receive apologies for inability to attend – apologies received from Cllr Coughlan and Cllr Smith.
- 3. VICE-CHAIR**
To appoint a Vice-Chair of the Human Resources Committee for the ensuing year.
- 4. DECLARATION OF INTERESTS**
To declare any disclosable pecuniary interests or any other interests which members may have in the following agenda items and consider any dispensation requests.
- 5. 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).
- 6. TO CONSIDER ACTIONS REQUIRED IN ACCORDANCE WITH TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR.**
 - a. Confirmation of the accuracy of the minutes of the meetings of the committee held on
 - i) 30 April 2024
 - ii) 7 May 2024 (Extraordinary) (herewith).

page 3
page 5

b. Confirmation of the following adopted at Full Council on 15 May 2024

- i) Terms of reference of the committee
- ii) Delegation arrangements to staff
- iii) Standing orders, financial regulations, policies and procedures relating to the functions of the committee.

<https://www.whitbytowncouncil.gov.uk/uploads/2024-governance-1-standing-orders.pdf>

<https://www.whitbytowncouncil.gov.uk/uploads/2024-governance-2-financial-regulations.pdf>

<https://www.whitbytowncouncil.gov.uk/uploads/2024-governance-3-policies-procedures.pdf>

<https://www.whitbytowncouncil.gov.uk/uploads/2024-governance-4-delegation-tors.pdf>

<https://www.whitbytowncouncil.gov.uk/uploads/2024-governance-5-employment-policies-procedures.pdf>

c. Review of the anticipated committee workload for the coming year.
(Future meetings are scheduled for 22 October 2024 and 18 February 2025)

7. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 8, 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 8 below, due to the confidential nature of the business to be transacted.

8. STAFFING

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

WHITBY TOWN COUNCIL

Minutes of the extraordinary meeting of the **HUMAN RESOURCES** Committee held in the Staithes Gallery, Pannett Art Gallery, Whitby on Tuesday 30 April 2024 at 11.00am.

Present: Councillors Mrs Wild (Chair) Mrs Coughlan, Goodberry, Harston, and Mrs Turner.

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. The meeting was convened in accordance with Schedule 12, paragraph 9(1) of the Act

450/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Dalrymple.

MOVED by Councillor Harston, seconded by Councillor Goodberry and unanimously

RESOLVED that apologies for inability to attend from Councillor Dalrymple are accepted.

451/23 DECLARATION OF INTERESTS

There were no declarations of interest.

452/23 PUBLIC PARTICIPATION

None

453/23 VACANCY

The committee considered the vacancy which had arising in the front of house team following the resignation of the previous post holder.

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

RESOLVED that a) the revised job description is approved;
b) that the job is subject to a three-month review;
c) that the appointment is delegated to the Town Clerk.

Signature 25 June 2024

WHITBY TOWN COUNCIL

Minutes of the extraordinary meeting of the **HUMAN RESOURCES** Committee held in the Staithes Gallery, Pannett Art Gallery, Whitby on Tuesday 7 May 2024 at 11.00am.

Present: Councillors Mrs Wild (Chair) Mrs Coughlan, R Dalrymple, Goodberry, Harston, and Mrs Turner.

Also: 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. The meeting was convened in accordance with Schedule 12, paragraph 9(1) of the Act

460/23 APOLOGIES FOR ABSENCE
No apologies for absence.

461/23 DECLARATION OF INTERESTS
There were no declarations of interest.

462/23 PUBLIC PARTICIPATION
None

463/23 EXCLUSION OF PRESS AND PUBLIC
MOVED by Councillor Mrs Turner, seconded by Councillor Harston and unanimously

RESOLVED 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 464/23 below, due to the confidential nature of the business to be transacted.

464/23 STAFFING

MOVED by Councillor Dalrymple, seconded by Councillor Mrs Coughlan

RESOLVED unanimously that the Chair is instructed to send a letter to the complainant stating that due to the restrictions imposed in their letters, this complaint cannot be discussed further as it would go against Whitby Town Council Complaints Procedure and that this matter is now closed.

Signature 25 June 2024