



PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

11 July 2024

You are summoned to attend a meeting of the **HUMAN RESOURCES COMMITTEE** to be conducted in the **Normanby Room, Whitby Museum**, on **Tuesday 16 July 2024 at 2:00pm**, 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. APOLOGIES

To receive apologies for inability to attend.

2. 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.

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

a. To **approve**, as an accurate record, minutes of the following meeting: the Human Resources Committee held on 25 June 2024. **page 3**

b. Confirmation of the accuracy of the confidential notes of the meeting of the working group held on 2 July 2024 (circulated separately – and considered under 6, if required)

5. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEM 6, 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 6 below, due to the confidential nature of the business to be transacted.

6. STAFFING - RECRUITMENT OF CLERK AND RFO

To consider confidential matters in respect of this recruitment and any other staffing matters.

WHITBY TOWN COUNCIL

Minutes of the extraordinary meeting of the **HUMAN RESOURCES** Committee held in the Staithes Gallery, Pannett Art Gallery, Whitby on Tuesday 25 June 2024 at 11.00am.

Present: Councillors G Goodberry (Chair), A Abbott, R Dalrymple (Ex-officio), C Riddolls and L Wild.

Also: M King – Town Clerk and 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

071/24 CHAIR

MOVED by Councillor Abbott, seconded by Councillor Riddolls

RESOLVED that Councillor Goodberry is appointed Chair of Human Resources Committee for the ensuing municipal year 2024-2025

072/24 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Brown, H Coughlan, and S Smith

MOVED by Councillor Wild, second by Councillor Abbott

RESOLVED that the above apologies received from Councillors Brown, Coughlan, and Smith are accepted and approved

073/24 VICE-CHAIR

MOVED by Councillor Wild, seconded by Councillor Riddolls

RESOLVED that Councillor R Dalrymple is appointed Vice-Chair of Human Resources Committee for the ensuing municipal year

074/24 DECLARATION OF INTERESTS

There were no declarations of interest.

075/24 PUBLIC PARTICIPATION

None

076/24 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)

MOVED by Councillor Abbott, seconded by Councillor Wild

RESOLVED That the minutes of meetings of the Human Resources Committee held on the 30 April 2024 and 7 May 2024 having been circulated are taken as read and signed by the Chair as an accurate record.

- 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.

MOVED by Councillor Wild, seconded by Councillor Abbott and

RESOLVED that the Terms of reference of the committee, Delegation arrangements to staff and Standing orders, financial regulations, policies and procedures relating to the functions of the committee as adopted at Full Council are confirmed.

077/24 EXCLUSION OF PRESS AND PUBLIC

MOVED by Councillor Wild, seconded by Councillor Abbott 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 464/23 below, due to the confidential nature of the business to be transacted.

078/24 STAFFING (A)

The Town Mayor reported that he had received and accepted a letter of resignation from the Town Clerk.

MOVED by Councillor Wild, seconded by Councillor Goodberry

RESOLVED that the Town Clerks resignation be accepted and received.

Councillor Mr Wild asked that it be noted that the treatment the Town Clerk has received inside and outside the council has been appalling. Councillor Dalrymple asked that it go on record that the outside pressures the Town Clerk has received from bodies outside of the Town Council has been vitriolic.

079/24 STAFFING (B)

Councillors discussed the application and interview process and agreed that a Human Resources meet as a Recruitment Working Group to prepare for the selection and interview process.

MOVED by Councillor Wild, seconded by Councillor Abbott

RESOLVED unanimously a) that a meeting of the Human Resources Recruitment Working Group Meet at 11am on Tuesday 2 July 2024 to go through the Clerk job description and specification for onward recommendation to Council on 2 July

Mr King left the meeting at this point.

MOVED by Councillor Riddolls, seconded by Councillor Abbott

RESOLVED unanimously b) that the council buys back (up to) 10 days' leave to facilitate the agreed leaving date.

Signature 16 July 2024

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