



PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

31st January 2025

You are summoned to attend a meeting of the **HUMAN RESOURCES COMMITTEE** to be conducted in the **Normanby Room, Whitby Museum**, on **Thursday 6th February 2025 at 11:00am**, the agenda for which is set out below.

Adam Chugg
Town Clerk

To: Councillors Abbott, Brown, Coughlan, Dalrymple
(Ex-Officio), Riddolls, Smith S 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

To approve, as an accurate record, minutes of the following meeting:

4th September 2024.

5. EXCLUSION OF PRESS AND PUBLIC

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

To consider any confidential matters in respect of staff.

WHITBY TOWN COUNCIL

Minutes of the extraordinary meeting of the **HUMAN RESOURCES** Committee held in the Normanby Room, Pannett Gallery, Whitby on Wednesday 4 September 2024 at 11 am.

Present: Councillors S Smith (Chair), A Abbott, A Brown, H Coughlan, B Dalrymple, C Riddolls and L Wild.

Also: Dianne Rickaby – Locum Clerk (DR)

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146/24 APOLOGIES FOR ABSENCE

There were no apologies for inability to attend

147/24 DECLARATION OF INTERESTS

None

148/24 PUBLIC PARTICIPATION

A member of the public addressed the meeting and welcomed the new Locum Clerk. He also stated that he is all for making Whitby a better place to live and if there is anything he can do to help the council he is happy to do so.

The Chair thanked member of the public for his attendance and offer.

149/24 EXCLUSION OF PRESS AND PUBLIC IN RESPECT OF ITEM 140/24

MOVED by Councillor S Smith, seconded by Councillor: H Coughlan

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 145/24 below, due to the confidential nature of the business to be transacted.

145/24 STAFFING - RECRUITMENT OF CLERK AND RFO

The locum Clerk gave an update on the review she had undertaken of the contract & terms of employment drawn up by the HR Committee. DR advised that the contract that had been drafted was very much out of date, and examples of this were shared with the members. DR advised that she had drawn up a new contract based on the NALC model contract, ensuring that full compliance with employment laws and procedures.

Members recommended that the new contract be adopted and DR to continue with the recruitment process, ensuring the successful applicant's checks and information are completed. A starting date to be confirmed.

DR asked for a date for her contract. It was noted that the new Clerk may be commencing on 1st October 2024, therefore a two-week hand over will be required taking the locum contract up to mid-October.

MOVED by Councillor Wild, seconded by Councillor Coughlan

RESOLVED that the Locum Clerk will remain in position until a two week hand over had been completed.