

WHITBY TOWN COUNCIL

Minutes of the meeting of the Human Resources Committee held in the Pannett Art Gallery, Pannett Park, Whitby at 4.00 p.m. on Tuesday 22nd January 2019.

PRESENT: Councillors Mrs N Wilson (Chairman), D Collins, Mrs H Coughlan, R Dalrymple, T Jennison, and Ms R Pearson.

ALSO PRESENT: Mrs P Dobson, Town Clerk

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

HR485/19 APOLOGIES

Apologies were received from Councillor Mrs L Wild

HR486/19 DECLARATION(S) OF INTEREST & REQUESTS FOR DISPENSATION

There were no declarations of interest.

HR487/19 PUBLIC PARTICIPATION

There were no members of the public present.

HR488/19 MINUTES

Proposed by Councillor T Jennison, seconded by Councillor Ms R Pearson and unanimously **RESOLVED:** That the Minutes for the Human Resources Committee held 23rd October 2018, having been circulated are taken as read confirmed as a correct record and signed by the Chairman.

HR489/19 EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor R Dalrymple, seconded by Councillor Ms R Pearson and unanimously

RESOLVED 'That in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

HR490/19 INTRODUCTION OF NEW PAY SPINE FROM 1ST APRIL 2019

Members received information on the introduction of new pay spine from April 2019 and considered the changes which will be required to transfer staff onto revised spinal column points. The changes to some of the lower scales also resulted in an increase in hourly rate over and above the nationally agreed percentage increase, to maintain the parity above the national minimum wage. Although this information had been received after the Human Resources Committee had agreed the 2019/2020 budget requirements, they had been received in time for the Clerk to put to the Finance Committee before they submitted the final budget in December.

Proposed by Councillor Mrs. H Coughlan, seconded by Councillor Ms R Pearson and unanimously

RESOLVED: That contracts and documents relating to employees are amended to take account of the new SCP points system including those already agreed in preparation for succession planning.

HR491/19 SUCCESSION PLANNING TOWN CLERK 2020

Members considered the next phase of actions require on the succession planning timeline and agreed that the meetings would resume to consider the interview process and short list criteria

Proposed by Councillor Ms R Pearson, seconded by Councillor D Collins and unanimously **RESOLVED:** That the working party meets at 10.00 a.m. on Tuesday 29th January 2019.

HR492/19 REVIEW OF GOVERNANCE DOCUMENTS

Members considered the timetable for reviewing the following documents in 2019

- i. Appraisals and Supervision Procedure
- ii. Disciplinary Procedure
- iii. Grievance Procedure
- iv. Lone Working Policy
- v. Recruitment Procedure
- vi. Training and Development Policy

Proposed by Councillor Mrs H Coughlan, seconded by Councillor D Collins and unanimously

RESOLVED: That the Grievance Procedure and Recruitment Procedure are reviewed at the next Human Resources Committee meeting.

D. Collins 19.2.19