

# WHITBY TOWN COUNCIL

Minutes of the meeting of the Human Resources Committee held in the Pannett Art Gallery, Pannett Park, Whitby at 5.30 p.m. on Tuesday 23<sup>rd</sup> October 2018.

**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.**

## **HR347/18 APOLOGIES**

Apologies were received from Councillor Mrs L Wild

## **HR348/18 DECLARATION(S) OF INTEREST & REQUESTS FOR DISPENSATION**

There were no declarations of interest.

## **HR349/18 PUBLIC PARTICIPATION**

There were no members of the public present.

## **HR350/18 MINUTES**

Proposed by Councillor D Collins, seconded by Councillor T Jennison and unanimously **RESOLVED:** That the Minutes for the Human Resources Committee held 18<sup>th</sup> September 2018, having been circulated are taken as read confirmed as a correct record and signed by the Chairman.

## **HR351/18 EXCLUSION OF PRESS AND PUBLIC**

Proposed by Councillor Ms R Pearson, seconded by Councillor T Jennison 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.

## **HR352/18 SUCCESSION PLANNING TOWN CLERK 2020**

The HR Working Party presented a draft job advert for recommendation to Full Council for adoption within the proposed recruitment pack, three minor amendments were agreed.

Members reconsidered the timeline on actions and agreed that

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

**RECOMMENDED:** That the job advert is submitted to Full Council for adoption and the working party reconvenes to consider further requirements in the New Year.

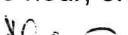
Proposed by Councillor Ms R Pearson, seconded by Councillor Mrs H Coughlan and unanimously

**RESOLVED :** That as the following two items are interrelated, they are discussed together.

## **HR353/18 BUDGET REQUIREMENTS FOR 2019/2020**

Members considered the requirements for 2019/2020 budgets for submission to F P & GP Committee

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

**RESOLVED:** That the requirements for the 2019/2020 budget are submitted to FP & GP with the addition of a further £10,000 for the funding of a 16 hour, one year fixed term contract for an administrative post to assist the Council's Clerks. 

**HR354/18 APPRAISALS**

Members considered the Clerks report on the outcome of staff appraisals and the requirements for budget in respect of incremental awards and training requirements. Proposed by Councillor Mrs H Coughlan, seconded by Councillor R Dalrymple and unanimously

**RESOLVED:** That the outcomes of the staff appraisal are received and noted.

  
22.1.19.