

WHITBY TOWN COUNCIL

Minutes of the meeting of the Human Resources Committee held in the Pannett Art Gallery, Pannett Park, Whitby at 5.15 p.m. on Wednesday 14th March 2018.

PRESENT: Councillors Mrs N Wilson (Chairman), D Collins, Mrs H Coughlan, J Harston, Ms R Pearson and S Smith.

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.

HR667/18 APOLOGIES

There were no apologies.

HR668/18 DECLARATION(S) OF INTEREST & REQUEST FOR DISPENSATION

There were no declarations of interest.

HR669/18 PUBLIC PARTICIPATION

There were no members of the public present.

HR670/18 MINUTES

Proposed by Councillor Ms R Pearson, seconded by Councillor D Collins and unanimously **RESOLVED:** That the Minutes for the Human Resources Committee held 17th January 2018, having been circulated are taken as read confirmed as a correct record and signed by the Chairman.

HR671/18 EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor Ms R Pearson, seconded by Councillor J Harston 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.

HR672/18 JOB DESCRIPTIONS

Members had been circulated with draft job descriptions for Town Clerk/RFO, Deputy Town Clerk/Civic Officer and Pannett Art Gallery Curator for approval. The job descriptions had been based on the same criteria used in the job evaluation scheme undertaken in 2017. Proposed by Councillor S Smith, seconded by Councillor Ms R Pearson and unanimously **RESOLVED** That the job descriptions are approved and adopted.

HR673/18 STAFF DEVELOPMENT SESSIONS

The Clerk reported that in addition to formal appraisals, staff development sessions were being carried out where objectives had been identified before recommendation for incremental salary awards. There had been significant improvement with one staff member who is recommended to receive an increment in April, the other staff member is still giving cause for concern in some areas whilst in others has been outstanding, the Clerks recommendation is to review this again in early April. The ongoing training programme and the regular team meetings are having a positive effect, particularly in monitoring priorities and workloads.

Proposed by Councillor Ms R Pearson, seconded by Councillor S Smith and unanimously **RESOLVED** That staff member WTC18 receives an annual increment in April and that staff member WTC25 is reviewed again and the increment is subject to the Clerks discretion.



17.7.18