

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 Tuesday 14th November 2017.

PRESENT: Councillors Mrs N Wilson (Chairman), D Collin, Mrs H Coughlan, J Freeman 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.

HR439/17 APOLOGIES

Apologies were received from Councillor J Harston.

HR440/17 DECLARATION(S) OF INTEREST & REQUEST FOR DISPENSATION

There were no declarations of interest.

HR441/17 PUBLIC PARTICIPATION

There were no members of the public present.

HR442/17 MINUTES

Proposed by Councillor D Collins, seconded by Councillor Ms R Pearson and unanimously **RESOLVED:** That the Minutes for the Human Resources Committee held 12th September 2017, having been circulated are taken as read confirmed as a correct record and signed by the Chairman.

HR443/17 EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor J Freeman, 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.

HR444/17 UPDATE ON ACTIONS REQUIRED

The Town Clerk reported that the Facilities Management Team Member job descriptions, were all now being used. Following the appraisals, the job descriptions for the Town Clerk, Deputy Clerk and Pannett Art Gallery/Events Officer need revising and these should be completed before the new year.

Proposed by Councillor J Freeman, seconded by Councillor D Collins and unanimously **RESOLVED** That the actions required on job descriptions are noted.

HR445/17 APPRAISALS

The Clerk had circulated a report on outcomes of staff appraisals. In addition to the standard appraisal, the Clerk had also requested that staff complete a team profile questionnaire and the results of this had proved very interesting and in most cases quite accurate, the results were circulated. Following on from previous government funded training the 15-week package of staff training had commenced, the Clerk circulated the course outlines and proposals for which staff would be attending. Members considered requirements for the budget in respect of NJC pay increases, incremental awards and training requirements. It was agreed previously that incremental awards would be subject to performance and that although included in the budget would be withheld and subject to further review in respect of some staff.

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

RESOLVED That the above information is received and actions taken accordingly.

HR446/17 2018/2019 BUDGET REQUIREMENTS

Members considered the requirements for 2018/2019 budgets for submission to F P & GP based upon previous discussions. The Clerk suggested that previously the budget heads for HR Advisory service had been included in staff costs, and the staff training had been in Administration, this created an additional calculation when preparing the Annual Return and should be revisited. Additionally, staff training did not include a separate budget head for travelling costs associated with training which would normally be an administrative cost. Proposed by Councillor Mrs H Coughlan, seconded by Councillor D Collins and unanimously **RESOLVED** That the budget as drafted is submitted to Finance Policy and General Purposes Committee, taking account that previous discussions relating to training and incremental awards, and revising of budget heads is actioned.


17.1.18