

WHITBY TOWN COUNCIL

Minutes of the meeting of the Human Resources Committee held in the Pannett Art Gallery, Pannett Park, Whitby on Tuesday 17th September 2019 at 5.30 p.m.

PRESENT: Councillors Mrs N Wilson (Chairman), R Dalrymple, G Jackson, Ms R Pearson, Mrs L Wild, and C Winspear.

ALSO PRESENT: Mrs P Dobson, Town Clerk, Councillor Harston (left at Exclusion of Press and Public)

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.

HR280/19 APOLOGIES

Apologies were received from Councillor Mrs H Coughlan.

HR281/19 DECLARATION(S) OF INTEREST & REQUESTS FOR DISPENSATION

There were no declarations of interest.

HR282/19 PUBLIC PARTICIPATION

There were no members of the public present.

HR283/19 MINUTES

Proposed by Councillor Ms R Pearson, seconded by Councillor C Winspear and unanimously

RESOLVED: That the Minutes for the Human Resources Committee held 4th June 2019 having been circulated are taken as read confirmed as a correct record and signed by the Chairman.

HR284/19 REVIEW OF GOVERNANCE DOCUMENTS

Members considered documents which require review in 2019

- a) Disciplinary Procedure - following notice from YLCA it was suggested that this item is deferred until the additional amendments are received from NALC and the Grievance Procedure will be revisited at the same time.

Proposed by Councillor G Jackson, seconded by Councillor R Dalrymple and unanimously

RESOLVED: That this item is deferred until further information is received from NALC

- b) Lone Working Policy

Proposed by Councillor Ms R Pearson, seconded by Councillor C Winspear and unanimously

RESOLVED: That the Lone Working Policy is re-adopted without change, however the individual risk assessments will be re-visited.

HR285/19 APPRAISALS

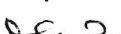
The Clerk reported that staff appraisals will be carried out between the 7th and 11th October 2019 in accordance with the schedule circulated and outcomes reported back to the next meeting of Human Resources Committee.

Proposed by Councillor C Winspear, seconded by Councillor Mrs L Wild and unanimously

RESOLVED: That this information is received.

HR286/19 EXCLUSION OF PRESS AND PUBLIC

Proposed by 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. 

HR287/19 SUCCESSION PLANNING TOWN CLERK 2020


Members were informed by the Clerk that it was her intention to give 3 months' notice from 1st April 2020 and she will be retiring on 30th June 2020. The Clerk submitted a letter to this effect and outlined the updated timetable which would be required to fill the post. Members discussed the timetable in detail and agreed that the post would be advertised from 1st October with a closing date of 21st October, interviews will be held on the 19th and 20th November.

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

RESOLVED: That this information is noted.

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

RESOLVED: That the Human Resources Committee will meet to shortlist candidates between 22nd October and 7th November.


15.10.19.