

WHITBY TOWN COUNCIL

Minutes of the meeting of the Human Resources Committee held in the Pannett Art Gallery, Pannett Park, Whitby on Tuesday 19th March 2019 at 5.30 p.m.

PRESENT: Councillors Mrs N Wilson (Chairman), D Collins, Mrs H Coughlan, R Dalrymple, T Jennison and Mrs L Wild

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.

HR633/19 APOLOGIES

There were apologies from Councillor Ms R Pearson.

HR634/19 DECLARATION(S) OF INTEREST & REQUESTS FOR DISPENSATION

There were no declarations of interest.

HR635/19 PUBLIC PARTICIPATION

There were no members of the public present.

HR636/19 MINUTES

Proposed by Councillor D Collins, seconded by Councillor Mrs H Coughlan and unanimously **RESOLVED:** That the Minutes for the Human Resources Committee held 19th February 2019 having been circulated are taken as read confirmed as a correct record and signed by the Chairman.

HR637/19 REVIEW OF GOVERNANCE DOCUMENTS

Members considered the following documents

a) Grievance Procedure amended as suggested by Ellis Whittam

Proposed by Councillor Mrs H Coughlan, seconded by Councillor Mrs L Wild and unanimously

RECOMMENDED: That the revised document is submitted to Full Council for adoption.

b) Appraisals and Supervision Procedure

Proposed by Councillor Mrs H Coughlan, seconded by Councillor R Dalrymple and unanimously

RESOLVED: That the Appraisals and Supervision Procedure having been reviewed is re-adopted without change.

c) Training & Development Policy

Proposed by Councillor Mrs H Coughlan, seconded by Councillor D Collins and unanimously **RESOLVED:** That the Training & Development Policy having been reviewed is re-adopted without change.

HR638/19 EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor D Collins, seconded by Councillor H Coughlan 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.

HR639/19 SUCCESSION PLANNING TOWN CLERK 2020

Members consider a report from HR Working Party on proposed format of interviews and questions. Members agreed a small amendment to the interview format to confirm that the

Human Resources Committee would be responsible for sifting the applications and selecting candidates for interview.

Proposed by Councillor D Collins, seconded by Councillor Mrs H Coughlan and unanimously **RESOLVED:** That Interview Format is adopted and included in the Town Clerk Recruitment Pack for 2020.

Proposed by Councillor D Collins, seconded by Councillor Mrs H Coughlan and unanimously **RESOLVED:** That the interview questions are adopted and included in the Town Clerk Recruitment Pack for 2020.

HR640/19 RENEWAL OF EMPLOYMENT ADVISORY SERVICE WITH ELLIS WHITTAM

Members considered the service renewal proposal until April 2024, it was confirmed there would be no increase to the annual charge which would remain at its current level. In addition, the proposal contained one year's free access to E learning, the charge for future years will be clarified.

Proposed by Councillor D Collins, seconded by Councillor R Dalrymple and unanimously **RESOLVED:** That the Employment Advisory Service Contract is renewed. *bw*

b. uel - 4.6.19