

WHITBY TOWN COUNCIL

Minutes of the meeting of the Human Resources Committee held in the Pannett Art Gallery, Pannett Park, Whitby on Tuesday 29th October 2019 at 5.00 p.m.

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

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.

HR408/19 APOLOGIES

Apologies were received from Councillor Mrs L Wild.

HR409/19 DECLARATION(S) OF INTEREST & REQUESTS FOR DISPENSATION

There were no declarations of interest.

HR410/19 PUBLIC PARTICIPATION

There were no members of the public present.

HR411/19 MINUTES

Proposed by Councillor C Winspear, seconded by Councillor G Jackson and unanimously **RESOLVED:** That the Minutes for the Human Resources Committee held 15th October 2019 having been circulated are taken as read confirmed as a correct record and signed by the Chairman.

HR412/19 EXCLUSION OF PRESS AND PUBLIC

Proposed by Ms R Pearson, seconded by Councillor G Jackson 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.

HR413/19 APPRAISALS

The Clerk reported on the outcomes of two of the front of house staff appraisals, the third will be carried out in due course due to annual leave and absence for a family bereavement. Proposed by Councillor Ms R Pearson, seconded by Councillor Mrs H Coughlan and unanimously **RESOLVED:** That the outcomes of the two of the front of house staff appraisals are received.

HR414/19 REVIEW OF PANNETT ART GALLERY CURATOR POST

Members reviewed the job description and salary scale point for the Pannett Art Gallery Curator. It was agreed that the salary scale point did not reflect the responsibility required by the job description and that this should be increased to SCP 33 and benchmarked at that level.

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

RESOLVED: That the increased SCP should be applied from April 2020 and the revised figure included in the 2020/2021 budget requirement.

HR415/19 BUDGET REQUIREMENTS FOR 2020/2021

Members considered the requirements for 2020/2021 budget for submission to F P & GP subject to 2017 salary review, outcomes of appraisals, review of Pannett Art Gallery Curator post and appointment of a new clerk from 1st April 2020. 

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

RESOLVED: That the budget requirement is included in the draft budget 2020/2021 for submission to Finance Policy and General Purposes Committee.

HR416/19 SUCCESSION PLANNING TOWN CLERK 2020

The Clerk noted that 13 applications had been returned to be considered for shortlisting. The Committee had met informally to shortlist the candidates prior to the meeting.

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

RESOLVED: That the 7 shortlisted applicants are invited for interview which will be held over the 19th and 20th November 2019.

Proposed by Councillor G Jackson, seconded by Councillor Mrs H Coughlan and unanimously

RESOLVED: That the scenario for the interview presentation will be "In 12 months' time the Council will be leading a prestigious civic event in Whitby. Describe how you would organise, manage and achieve a successful event for approximately 200 guests with a limited Council budget".

10.11.19