

WHITBY TOWN COUNCIL

Minutes of the meeting of the Human Resources Committee held in the Pannett Art Gallery, Pannett Park, Whitby on Tuesday 4th June 2019 at 6.00 p.m.

PRESENT: Councillors Mrs H Coughlan, R Dalrymple, G Jackson, Ms R Pearson, L Wild, Mrs N Wilson 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.

HR074/19 ELECTION OF CHAIRMAN

Nominations were invited for the appointment of Chairman.

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

RESOLVED: That Councillor Mrs N Wilson is appointed Chairman of the Human Resources Committee for 2019/2020

HR075/19 APOLOGIES

There were no apologies.

HR076/19 ELECTION OF VICE CHAIRMAN FOR 2019-2020

Nominations were invited for the appointment of Vice Chairman.

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

RESOLVED: That Councillor Mrs H Coughlan is appointed Vice Chairman of the Human Resources Committee for 2019/2020

HR077/19 DECLARATION(S) OF INTEREST & REQUESTS FOR DISPENSATION

There were no declarations of interest.

HR078/19 PUBLIC PARTICIPATION


There were no members of the public present.

HR079/19 ACTIONS REQUIRED IN ACCORDANCE WITH TERMS OF REFERENCE AT THE FIRST COMMITTEE MEETING OF A NEW COUNCIL YEAR

To consider actions required in accordance with Terms of Reference at the first Committee meeting of a new Council year

- a. Review of the terms of reference of the committee – ongoing through governance review.
- b. Review and adoption of appropriate standing orders and policies and procedures relating to the functions of the Committee - ongoing through governance review.
- c. Review of the Council's staffing levels and accommodation provision. – no change.
- d. Review Committee procedures, giving particular consideration to compliance with confidentiality and data protection policies when discussing employees and their personal data, including issues relating to their appointments, salaries, appraisals, health, discipline, grievance, dismissal and other terms and conditions - ongoing through governance review.
- e. Review of the anticipated Committee workload for the coming year – see succession planning.

Proposed by Councillor Ms R Pearson, seconded by Councillor G Jackson and unanimously

RESOLVED: That the above information is noted. 

HR080/19 MINUTES

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

RESOLVED: That the Minutes for the Human Resources Committee held 19th March 2019 having been circulated are taken as read confirmed as a correct record and signed by the Chairman.

HR081/19 REVIEW OF GOVERNANCE DOCUMENTS

Members considered documents which require review in 2019

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

RESOLVED: That the Disciplinary and Lone Working Policy documents are reviewed at the next meeting of the Human Resources Committee.

HR082/19 EXCLUSION OF PRESS AND PUBLIC

Proposed by Councillor R Dalrymple, 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.

HR083/19 SUCCESSION PLANNING TOWN CLERK 2020

New members were briefed on actions taken to date for recruitment and appointment of a replacement Town Clerk before December 2020. It was noted that in April/May next year the advertisement for the Town Clerks post will be issued. During this year, interview panel training will be arranged and a briefing paper for other councillors on appropriate subjects for discussion during the candidates meet and greet session will be prepared.

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

RESOLVED: That this information is noted.

Wilson 17.9.19.