

Minutes of an EXTRAORDINARY meeting of the HR and Policy Review Committee held on Wednesday, 7 October 2020 at 7pm online via MS Teams.

Present:

R Bofinger	T Hallam
B Browne	E Kearney
J Goold	R MacRae
D Grindell	T Needham

In attendance: Cllrs J Hallam and S Paterson

Minutes: S Doherty, Town Clerk

**HRPR2020/12 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr B Browne

**HRPR2020/13 SUBSTITUTIONS**

None.

**HRPR2020/14 DECLARATIONS OF INTEREST**

The Clerk declared a pecuniary interest in the Annual Pay Review item and withdrew from the meeting for that item.

**HRPR2020/15 APPOINTMENT OF COMPLAINTS SUB-COMMITTEE  
RESOLVED: That Cllrs J Goold, D Grindell and E Kearney  
be appointed to the Complaints Sub-Committee**

**HRPR2020/16 EXCLUSION OF PRESS AND PUBLIC - PUBLIC BODIES  
(ADMISSION TO MEETINGS) ACT 1960**

An objection was raised to the Staffing Review being discussed in confidential session as it pertained to the strategic direction of the Council and it was felt to be in the public interest to discuss it in open session. It was explained that there was confidential personal information relating to existing staff as well as commercially sensitive information which Cllrs needed to be able to discuss in the wider context of the item and helped to explain the urgency of some of the suggested provisions. A public report would be submitted to Council with the Committee's recommendations included for further debate and decision.

**RESOLVED:**

**That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

**HRPR2020/17**

**STAFFING REVIEW**

Councillors considered the report of the Clerk and sought information regarding timescales. It was explained that this proposal was a long term project and phasing in of particular posts would happen over a period of 1-3 years. The most urgent need was for a Deputy Town Clerk in order to ensure business continuity and to build capacity for the Town Clerk to work on more strategic matters and build closer relationships with officers at the Borough and County Councils.

Councillors felt that it was important to invest in the Town Council so that it could provide more for the community. There had been no investment in it for a long time and it had been standing still. The proposals would lead to a vibrant and exciting organisation which was better placed to serve the Town in the future.

**RECOMMENDED:**

- a) **That Council approve and implement the new structure as set out in the report.**
- b) **That Council seek an external job evaluation process to be undertaken for all posts at the Council via NALC.**
- c) **That in the first instance the post of Deputy Clerk be advertised for immediate recruitment to begin the capacity building and ensure continuity of service in the absence of current staff.**
- d) **That Council instruct the Clerk to formally approach Eastwood and Kimberley Town Councils regarding the shared Town Regeneration Officer proposal.**
- e) **That the Committee refer the matter of accommodation to the Finance and General Purposes Committee for consideration.**

**HRPR2020/18**

**ANNUAL PAY REVIEW**

Councillors discussed the recent appraisal of the Town Clerk as conducted by the line-management sub-committee. Cllrs were very happy with the Clerk's performance to date. A new set of targets had been established for the coming year.

**RECOMMENDED:**

**That the Clerk's salary be incremented up by one point within the existing scale.**

**HRPR2020/19**

**DATE OF NEXT MEETING – 23 October 2020**

Cllr R MacRae left the meeting due to technical difficulties part way through the Appointment to Complaints Sub-Committee item.

Cllrs T Hallam, J Hallam and S Paterson left the meeting prior to discussion of the Staffing Review item.

The Chair closed the meeting at 8:11pm.

Signed: \_\_\_\_\_