MINUTES of a MEETING of the HUMAN RESOURCES COMMITTEE of Bourne Town Council held on Tuesday 24 February 2015 at 6.30pm, at the SK Community Point

(Recorded by Town Clerk)

Present:	Chairman
	Councillors
	Town Clerk

manCllr R McKinneycillorsMrs B JohnsonClerkMrs N Jacobs

P Knowles

D Mapp 0 member of the public

024HR APOLOGIES

Proposed Cllr D Mapp, seconded Cllr Mrs B Johnson and unanimously **RESOLVED:** To approve the reason of apology for absence from Cllr T Holmes 6.31pm Cllr P Knowles arrived

025HR DECLARATIONS OF INTEREST - none declared at this point

026HR DISPENSATIONS - No written or verbal requests had been received

- 027HR INDICATION BY MEMBERS OF THE PUBLIC WISHING TO SPEAK ON AGENDA ITEMS No members of the public present
- 028HR TO ADOPT THE NOTES OF THE MEETING HELD ON 11 NOVEMBER 2014 AS A TRUE RECORD Proposed Clir D Mapp, seconded Clir P Knowles and

RESOLVED: To adopt the Notes as a true record and for the Chairman to sign them as the Minutes of the above mentioned meeting

- **029HR TO RECEIVE REPORTS BY DISTRICT/COUNTY CLLRS OR REPRESENTATIVES** *Cllr R McKinney - Toolbar* – reported that LCC Cllr Mrs S Woolley had provided an application form for a grant for Toolbar
- 030HR TO ANSWER QUESTIONS FOM COUNCILLORS There were no questions
- 031HR TO RECEIVE CONFIDENTIAL NOTES OF THE HR WORKING PARTY MEETING HELD ON 13 January 2015

Proposed Cllr P Knowles, seconded Cllr D Mapp and unanimously **RESOLVED:** To receive the Notes as set out above

- 032HR TO ADOPT THE REVISED TERMS OF REFERENCE (following request for ALL Complaints to go through HR) (members were in receipt of the revised document) Proposed Cllr D Mapp, seconded Cllr P Knowles and unanimously RESOLVED: To adopt the revised document which incorporates the council approved amendment of HR handling ALL complaints.
- 033HR TO REVIEW THE AMENDED DRAFT COMPLAINTS PROCEDURE AND MAKE RECOMMENDATION RE ADOPTION TO BOURNE TOWN COUNCIL (members were in receipt of the revised document) Proposed Clir D Mapp, seconded Clir Mrs B Johnson and unanimously

RESOLVED: To **RECOMMEND** the adoption of the amended Complaints Procedure

034HR TO REVIEW THE DRAFT EQUAL OPPORTUNITIES POLICY

(members were in receipt of the revised document) *Proposed Cllr D Mapp, seconded Cllr Mrs B Johnson and unanimously* **RESOLVED:** To **RECOMMEND** the adoption of the revised Policy

035HR TO REVIEW THE HEALTH & SAFETY POLICY

The Clerk provided the current policy with suggested amendments *Proposed Cllr D Mapp, seconded Cllr P Knowles and unanimously* **RESOLVED:** To **RECOMMEND** the adoption of the Policy including the proposed amendments

036HR TO CONSIDER WHETHER A FURTHER MEETING OF THE HR COMMITTEE IS REQUIRED DURING THE CURRENT DIARY PERIOD OF THE COUNCIL (to end June 2015)

Discussions ensued and some felt that a further Working Party and Committee meeting would be beneficial. It was felt to be beneficial to have a formal document which records the Committee's achieved and outstanding priorities set by this committee to create a strategy for the following year.

Proposed Cllr R McKinney, seconded Cllr P Knowles and unanimously

RESOLVED: Clerk to provide list of achieved and outstanding priorities by this committee and for Working Party to consider these at a meeting set in line with other meetings of the council. Clerk to remind members of last available meeting before elections.

037HR TO DISCUSS ANY SUCH INFORMATION WHICH THE CHAIRMAN MAY LEGALLY BRING TO THE COMMITTEE'S ATTENTION

There were no items of information

038HR TO RESOLVE WHETHER IN ACCORDANCE WITH SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THE PUBLIC AND PRESS SHOULD BE TEMPORARILY EXCLUDED FROM THE MEETING DUE TO THE POSSIBLE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS OF BUSINESS Proposed Clir P Knowles, seconded Clir Mrs B Johnson and unanimously

RESOLVED: To exclude the public and press

With the Public and Press Excluded

039HR TO APPROVE REVISED JOB DESCRIPTIONS OF THE DEPUTY CLERK AND ASSISTANT ADMINISTRATOR

Members were in receipt of all relevant documentation *Proposed Cllr D Mapp, seconded Cllr P Knowles and unanimously* **RESOLVED:** To adopt the revised documents which the relevant employees had signed

040HR TO RECEIVE UPDATE FROM THE WORKING PARTY RE STAFF APPRAISALS

All appraisals agreed to date had been completed successfully

041HR TO MAKE A RECOMMENDATION TO BOURNE TOWN COUNCIL REGARDING THE DEPUTY CLERK

Proposed Cllr P Knowles, seconded Cllr R McKinney and unanimously **RESOLVED:** To make the recommendation as discussed at this and previous meetings

Due to there being no further business the Chairman declared the meeting closed at 19.00hrs