

MINUTES of a MEETING of the HUMAN RESOURCES COMMITTEE of Bourne Town Council held on Tuesday 8th March 2016 at 6.30pm, at the SK Community Point

(Recorded by Town Clerk)

Present:

Chairman	Cllr R McKinney		
Councillors	Mrs B Johnson	D Mapp	Mrs J Smith
	Ms J Kingman		
Deputy Clerk	I Sismey		0 member of the public

084HR APOLOGIES

There were none

085HR DECLARATIONS OF INTEREST - none declared at this point

086HR DISPENSATIONS - No written or verbal requests had been received

087HR INDICATION BY MEMBERS OF THE PUBLIC WISHING TO SPEAK ON AGENDA ITEMS

There were no members of the public present

088HR TO ADOPT THE NOTES OF THE MEETING HELD ON 17 NOVEMBER 2015 AS A TRUE RECORD

Proposed Cllr D Mapp, seconded Cllr Mrs J Smith and unanimously

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

089HR TO RECEIVE REPORTS BY DISTRICT/COUNTY CLLRS OR REPRESENTATIVES

There were none

090HR TO ANSWER QUESTIONS FROM COUNCILLORS

There were no questions

091HR TO RECEIVE CONFIDENTIAL NOTES OF THE HR WORKING PARTY MEETING HELD ON THE 12TH JANUARY 2016

Proposed Cllr Mrs B Johnson, seconded Cllr Mrs J Smith and unanimously

RESOLVED: To receive the above mentioned notes

092HR TO RECEIVE CONFIDENTIAL NOTES OF THE HR WORKING PARTY MEETING HELD ON THE 18TH FEBRUARY 2015

Proposed Cllr Mrs J Smith, seconded Cllr Ms J Kingman and unanimously

RESOLVED: To receive the above mentioned notes

093HR TO RECOMMEND TO FULL COUNCIL THAT TOWN COUNCIL EMPLOYEES SHOULD BE ALLOWED TO CARRY OVER A MAXIMUM OF 5 DAYS ANNUAL LEAVE TO BE TAKEN IN THE FIRST TWO MONTHS OF THE NEW YEAR AND TO INCORPORATE THIS INTO THE STAFF HANDBOOK

Proposed Cllr D Mapp, seconded Cllr Ms J Kingman and unanimously

RESOLVED: To **RECOMMEND** to Full Council that the staff handbook should be revised to incorporate the above and also that only a maximum of two weeks continuous annual leave can be taken at any one time unless approved by the HR Committee.

094HR TO RECOMMEND TO FULL COUNCIL THE ADOPTION OF THE REVISED COMPLAINTS PROCEDURE INCORPORATING 'COMPLAINTS BY COUNCILLORS AGAINST OTHER COUNCILLORS'

Proposed Cllr Ms J Kingman, seconded Cllr Mrs B Johnson and unanimously

RESOLVED: To **RECOMMEND** to Full Council that the revised complaints procedure incorporating 'Complaints by Councillors against Councillors' should be adopted.

095HR TO REVIEW THE TOWN COUNCILS 'FINANCIAL REGULATIONS AND MAKE RECOMMENDATIONS RE ADOPTION TO BOURNE TOWN COUNCIL

The clerk had already presented the revised Financial Regulations to the members.

Proposed Cllr Mrs J Smith, seconded Cllr Mrs B Johnson and unanimously

RESOLVED: To **RECOMMEND** that the revised Financial Regulations are adopted by Bourne Town Council

096HR TO AGREE THE PRIORITIES FOR THE HR WORKING PARTY GOING FORWARD

The following was discussed:

- Review appraisal timetable
- Review Deputy position over the next 3-6 months
- Research the possibility of employing someone on an apprenticeship basis
- Staff handbook
- Standing Orders
- Terms and Conditions of employment
- Job Descriptions (certainly the clerks and the assistant administrators)
- Investment Strategy
- Financial procedures operating manual

It was agreed that a new schedule would be put together by the clerk.

097HR TO DISCUSS ANY SUCH INFORMATION WHICH THE CHAIRMAN MAY LEGALLY BRING TO THE COMMITTEE'S ATTENTION

The clerk was asked to prepare a brief note on the terms of the lease/agreement between the Town Council and SKDC with regard to the Council Offices.

Due to there being no further business the Chairman declared the meeting closed at 19.08hrs