MINUTES of a MEETING of the HUMAN RESOURCES & GOVERNANCE COMMITTEE of Bourne Town Council held on Monday 24th June 2019 at 5.00pm, at the SK Community Point

(Recorded by Town Clerk)

Present: Chairman Cllr R McKinney

Councillors C Pattison P Fellows A Kelly P Knowles

Clerk I Sismey 0 member of the public

252HR TO ELECT A CHAIRMAN FOR THE YEAR 2019/2020

Proposed Cllr A Kelly, seconded Cllr P Fellows and unanimously

RESOLVED: To elect Cllr R McKinney as Chair of Hr & Governance for the year 2019/2020

At this point the chairman welcomed new member Cllr Colin Pattison to the committee

253HR TO RECEIVE/APPROVE REASONS FOR APOLOGIES FOR ABSENCE

All members were present

254HR TO RECEIVE DECLARATIONS OF INTEREST

None Declared

255HR TO CONSIDER REQUESTS FOR DISPENSATION

No written or verbal requests had been received

256HR TO ELECT A VICE CHAIRMAN FOR THE YEAR 2019/2020

Proposed Cllr P Fellows, seconded Cllr C Pattison and unanimously

RESOLVED: To elect Clir A Kelly as vice Chair of Hr & Governance for the year 2019/2020

257HR INDICATION BY MEMBERS OF THE PUBLIC WISHING TO SPEAK ON AGENDA ITEMS

There were no members of the public present

258HR TO ADOPT THE NOTES OF THE MEETING HELD ON 30th APRIL 2019 AS A TRUE RECORD AND TO RESOLVE FOR THE CHAIRMAN TO SIGN THEM

Proposed Cllr P Knowles, seconded Cllr P Fellows 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

259HR TO REVIEW 2019/2020 COMMITTEE STRATEGIES AND TO PRIORITISE OUTSTANDING AND ONGOING TOPICS

The clerk went through the schedule from the previous year and presented a list of topics to be Prioritised for this year.

The first four items on the list are to be the committee's first priority:

- Staff Handbook
- Disaster Planning
- Risk Management
- Communications Policy to include Media and FOI
- Financial procedures manual
- Terms & Conditions of employment
- Equality and Diversity

The clerk went on to inform the members that the position for a Community Street Cleaner had been on hold awaiting a decision from SKDC as to whether they would continue to support the post. The clerk explained that he had now received a response and that they had withdrawn their support.

The members instructed the clerk to make contact with cabinet member Dr Peter Moseley in respect of this, but in the meantime to place the job advertisement for the position having reviewed the working hours.

It was agreed that the first HR&G working party meeting would take place at 5.00pm on Tuesday 2nd July 2019.

260HR TO RESOLVE WHETHER IN ACCORDANCE WITH SECTION 1 OF THE PUBLIC BODIES (Admission of Meetings) ACT 1960 THE PUBLIC AND PRESS SHOULD BE TEMPORARILY EXCLUDED FROM THE MEETING DUE TO THE POSSIBLE SENSITIVE NATURE OF THE FOLLOWING BUSINESS

It was not necessary to invoke this resolution as no members of the press or public were present.

261HR TO RECEIVE AN UPDATE ON STAFF MATTERS

This had been covered in minute reference 259HR

262HR TO DISCUSS THE POSITION OF VICE CHAIRMAN, BOURNE TOWN COUNCIL

This item is the subject of a confidential minute.

Proposed Cllr P Fellows, seconded Cllr P Knowles and unanimously

RESOLVED: To RECOMMEND to Bourne Town Council to return to the order of seniority for appointing the Vice Chairman and as such would see the nomination of Cllr C Pattison to the post.

263HR TO DISCUSS ANY SUCH INFORMATION WHICH THE CHAIRMAN MAY LEGALLY BRING TO THE COMMITTEE'S ATTENTION

Due to there being no further business the Chairman declared the meeting closed at 18:03hrs