Council Offices, Commercial Road, Weymouth, Dorset, DT4 8NG

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Councillors nominated to the Services Committee are hereby summoned to attend the following meeting. Please inform the Clerk if you are unable to attend.

**NOTICE OF MEETING**

**MEETING:** Human Resources Committee Meeting

**DATE & TIME**: Tuesday 13 April 2021 at **6.30pm**

**PLACE:** Zoom

This is a meeting in public, not a public meeting.

Due to the current restrictions in place the Council is unable to meet in person and so will be meeting virtually. Members of the public can view the meeting on the Council’s Facebook page [www.facebook.com/WeymouthWTC](http://www.facebook.com/WeymouthWTC)

A close up of a logo

Description automatically generatedShould members of the public and press wish to attend Full Council meetings or ask a public question, please email [office@weymouthtowncouncil.gov.uk](mailto:office@weymouthtowncouncil.gov.uk)

Agenda and papers are available at [www.weymouthtowncouncil.gov.uk](http://www.weymouthtowncouncil.gov.uk)

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J L Biscombe, FSLCC, CiLCA

Town Clerk 07 April 2021 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Agenda

1. Welcome by the Chair
2. Apologies for Absence and Substitutions
3. Declarations of Interest
4. Minutes of the last meeting
5. Councillor questions
6. Public questions
7. Information items

* Actions from previous meetings
* Forward Plan

1. Exclusion of the Press and Public
2. Staffing update

## Welcome by the Chair

## Apologies for Absence and Substitutions

To approve apologies for absence and substitutions.

## Declarations of Interest

To receive Councillor declarations of interest in matters on the agenda

## Minutes of the last meeting

To agree the minutes of the last meetings held on 03 November as a true and accurate record.

## Councillor’s Question Time and statements

Prior notice preferred where possible.

## Public Question Time

The length of time available for public questions will be determined by the Chairman.

## Information Items

**Actions from previous meetings**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Who | Action | Status |
| 11/03/20 | JB | Bring forward an updated Apprentice Pay Policy | In progress |
| 27/11/19 | JB | Put an SLA in place with DC regarding the CSAS officers | In progress |

**Forward Plan**

|  |  |
| --- | --- |
| Date | Items for consideration |
| 09/06/21 | Staff Review  Town Clerk’s annual appraisal arrangements |
| 29/09/21 | Town Clerk’s annual appraisal outcome  Out of Hours arrangements  Union recognition agreement |
| 24/11/21 | Establishment and salary budget for 21/22 |

**Recommendation:**

That the Committee notes the information above.

## Exclusion of the press and public

Under the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are required to leave the meeting due to the sensitive nature of the item next to be considered relating to individual staff members.

### Recommendation:

That Councillors agree to exclude the public and press.

## Staffing update

Councillors will receive a verbal update on any current staffing, HR and recruitment issues.

**Recommendation:**

Councillors are asked to note the verbal update and agree any actions that may be appropriate.