

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

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**Minutes of meeting**

**MEETING:** Human Resources Committee

**DATE & TIME**: Wednesday 9th March 2022 at 7:00pm

**PLACE:** Council Offices, Commercial Road, Weymouth, DT4 8NG

**Councillors**

**Present:**

Cllr Luke Wakeling (C) Cllr Michael Frost Cllr David Gray

Cllr Mark Tewkesbury Cllr Graham Winter Cllr Tony Ferrari

Cllr Tia Roos (VC) Cllr Peter Barrow

Cllr Ryan Hope

**Apologies:** None

**Officers**

Jane Biscombe (Town Clerk)

Charmaine Denny (Assistant Town Clerk)

Tony Hurley (Operations Manager)

There were no members of the press or public present.

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| HR0138 | **Welcome by the Chair**  Cllr Wakeling welcomed everyone to the meeting. |
| HR0139 | **Apologies for Absence**  None |
| HR0140 | **Declarations of Interest**  None |
| HR0141 | **Minutes of the last meeting**  **Resolved:**  Proposer: Cllr Michael Frost Seconder: Cllr Mark Tewkesbury  The minutes of the last meeting were approved unanimously |
| HR0142 | **Councillors Questions**  None |
| HR0143 | **Public Comments and Questions**  None |
| HR0144 | 1. **Annual Appraisals**   Councillors discussed the revised Annual Appraisal document and requested no amendments. The Town Clerk will now progress the use of the form. |
| HR0145 | **Information Items**  Councillors noted the update on actions and the forward plan. |
| HR0146 | **Exclusion of the Public and Press**  **Resolved:**  Proposer: Cllr Michael Frost Seconder: Cllr Mark Tewkesbury  The Committee agreed unanimously to exclude the press and public. |
| HR0148 | **HR Consultant support**  Councillors discussed the report and the financial savings detailed within it. Members requested a review/impact report in one year.  **Resolved:**  Proposer: Cllr Pete Barrow Seconder: Cllr Tony Ferrari  The Committee agreed unanimously to:   1. Appoint the person named in the report as HR Advisor to the Town Council, and 2. Allocate £5,000 of the existing HR Consultant budget to cover costs associated with the HR Advisor post |
| HR0147 | 1. **Staffing updates**   Councillors discussed the two confidential staffing reports. Councillors asked that managers support all staff in new roles and ensure there are clear goals, outcomes and tasks agreed by both parties and that performance against these is closely managed, especially in the first few months.  Recruitment will now start on the remaining posts in the Resort Team that have not yet been filled. The team will be in post for Easter.  Councillors commended officers on their hard work in bringing in the new arrangements.  Councillors recognised the challenges of bringing in new events and activities into Weymouth, especially in the community events area. Councillors look forward to innovation and a period of trying new ways of working.  Councillors recognised the need to develop our community development capacity and to start making a difference in our most challenged communities. The skill set of new staff should include economic development, and a focus on evening and weekend work.  Councillors requested a mapping session to look at the Councils work in relation to staff teams to ensure we have the right staff in the right place doing the right work at the right time. The Town Clerk will arrange this and carry out a skills audit across the organisation (staff and Councillors.)  An understanding of Environmental issues and climate change will be added to all Job Descriptions from now on in the same way as we do equalities and diversity.  **Resolved:**  Proposer: Cllr Michael Frost Seconder: Cllr David Gray  The Committee agreed unanimously to progress Phase 2b as detailed in the report.  Councillors discussed project management across the Council in light of the high work levels and stress being experienced by some staff members. It was felt that additional Project Officers may be the best way forward, rather than a Project Manager, with project management being picked up by the Leadership team (Town Clerk, Deputy Town Clerk and Assistant Town Clerk)  The Town Clerk will map projects across the organisation to ensure we know all work being carried out by officers.  Councillors asked for Officers to better manage the expectations of Councillors and be very clear and honest in the impact assessment section of reports to say when the work could be carried out. Councillors would appreciate and expect more honest assessment of implications, cost impacts and resource requirements.  The Town Clerk will investigate digital programme management tools for the Council.  The proposal to recruit a Project Manager fell for want of a proposer.  Councillors asked Officers to ensure they gain as much corporate knowledge from staff members who are retiring or leaving the Council to ensure smooth handovers and the continuation of the high levels of service staff currently deliver. Councillors also asked that the Council thank and mark when long serving staff members leave.  The Council has 10-year capital expenditure (cap-ex) surveys for its assets from Carter Jones. These will come to a future Services Committee along with an update on the utility bill work that has been carried out.  **Resolved:**  Proposer: Cllr Pete Barrow Seconder: Cllr David Gray  The Committee agreed unanimously to recruit a Property Manager.  Councillors noted the need to strengthen the Council’s expertise in environmental matters and climate change, and wanted to ensure innovation, integration with the whole Council, and greater use of technology was a core priority for work. Environmental sensitivity needs to be a Council wide approach, rather than a few people’s job.  **Resolved:**  Proposer: Cllr Pete Barrow Seconder: Cllr David Gray  The Committee agreed unanimously to consider strengthening the Councils Environment and Climate Change expertise after the mapping exercise to be carried out in May. |

The meeting ended at 21:14