

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

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**Minutes of meeting**

**MEETING:** Human Resources Committee

**DATE & TIME**: Wednesday 8th February 2023 at 7:00pm

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

**Councillors**

**Present:**

Cllr David Northam Cllr Mark Tewkesbury Cllr Lucy Hamilton

Cllr Ken Whatley (VC) Cllr Ryan Hope Cllr Jan Bergman

Cllr Peter Barrow

**Apologies:**

Cllr Kate Wheller (C) Cllr Tia Roos Cllr David Gray

**Officers:**

Jane Biscombe (Town Clerk)

Ian Milne (Deputy Town Clerk)

Charmaine Denny (Assistant Town Clerk)

Liz Smith (HR Advisor)

There were no members of the press or public present.

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| HR0158 | **Apologies for Absence**  **Resolved:**  Proposer: Cllr Mark Tewkesbury Seconder: Cllr David Northam  Apologies were approved for Cllr Kate Wheller, Cllr David Gray, and Cllr Tia Roos |
| HR0160 | **Declarations of Interest**  None |
| HR0161 | **Minutes of the last meeting**  **Resolved:**  Proposer: Cllr Ryan Hope Seconder: Cllr David Northam  The minutes of the last meeting held on 16th November 2022 were agreed unanimously. |
| HR0162 | **Councillors Questions and Statements**  None |
| HR0163 | **Public Questions**  None |
| HR0167 | **Information Items**  Noted |
| HR0168 | **Exclusion of the Press and Public**  **Resolved:**  Proposer: Cllr Peter Barrow Seconder: Cllr Jan Bergman  The Committee agreed unanimously to exclude the press and public |
| HR0169 | **Staffing Update**  Jane Biscombe introduced the item, including the feedback received from staff during the recent consultation which ended on Monday 06 February 2023. This feedback was presented unedited, as received from staff members but names were not attributed. The Committee noted the tight timescales for officers producing the reports and were reassured by officers that an FAQ document was being prepared for all staff to address questions raised.  Councillors commented on the fair and open process that had been followed to allow all staff to be informed and engaged in the process and noted that the whole staff team had been involved, not just those effected. Councillors felt this represented a transparent process designed to give everyone a voice. Councillors thanked all staff who had taken the time to respond to the consultation to enable their decisions to be informed ones.  Councillors discussed the previously agreed proposed staffing structure in light of the received feedback and agreed a structure to move forward with. Councillors asked that the roles of Deputy Town Clerk and Assistant Town Clerk on the new structure chart clearly detailed the new areas of the Council’s work that these roles would be covering to aid understanding of the new remits.  **Resolved:**  Proposer: Cllr Peter Barrow Seconder: Cllr Jan Bergman  The Committee agreed the revised staffing structure.  The Deputy Town Clerk and the assistant Town Clerk left the meeting.  The Town Clerk detailed a recent Job Evaluation exercise and recommended the findings of the report to the Committee.  **Resolved:**  Proposer: Cllr Ryan Hope Seconder: Cllr Pete Barrow  The Committee agreed to defer a decision to the next meeting to allow Councillors further time to read the report and receive a written report from the Town Clerk.  The Town Clerk detailed a proposed amendment to a member of staff’s contract, which was requested by that staff member, and left the meeting.  **Resolved:**  Proposer: Cllr Ryan Hope Seconder: Cllr Pete Barrow  The Committee agreed to defer a decision to the next meeting to allow Councillors to receive a written report.  The Town Clerk will be asked to invite Cllr David Harris to attend the next meeting. |

The meeting ended at 21:12