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

01305 239839 - office@weymouthtowncouncil.gov.uk

Councillors nominated to the **Human Resources Committee** are hereby summonsed to attend the following meeting. Please inform the Clerk if you are unable to attend.

**NOTICE OF MEETING**

**MEETING:** Human Resources Committee

**DATE & TIME**: Wednesday 08 February 2023 at 7:00pm.

**PLACE:** Civic Suite, The New Town Hall, Commercial Road, Weymouth, DT4 8NG

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

Should members of the public and press wish to attend meetings or ask a public question, please email office@weymouthtowncouncil.gov.uk

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

Please do not attend the meeting if you feel unwell. Attendees will be asked to sign in to assist with health and safety including fire evacuation.

J L Biscombe, FSLCC, CiLCA

Town Clerk 02 February 2023 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Agenda

1. Apologies for Absence and Substitutions
2. Declarations of Interest
3. Minutes of last meeting
4. Councillor questions and statements
5. Public questions
6. Information items:
* Actions from previous meetings
* Forward Plan
1. Exclusion of Press and Public
2. Staffing updates

## Apologies for Absence and Substitutions

To approve apologies for absence and substitutions. Please note the requirements of Standing Orders for substitutions.

## Declarations of Interest

To receive Councillor declarations of interest in matters on the agenda.

## Minutes of last meeting

To approve the minutes of the last meeting held on 16 November 2022.

**Recommendation:**

Members are asked to agree the minutes of the last formal meeting held on 16 November 2022 as a true and accurate record, and that they be signed as such.

## Councillor’s Questions and statements

In accordance with Standing Order 29, one clear day’s notice in writing to the Clerk of the meeting is required. In the case of urgent items permission must be sought from the Chairman and the question submitted to the Clerk of the meeting by 3:00pm on the day of the meeting.

## 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   |
| 09/03/22  | JB  | Investigate digital programme management tools for the Council.  | In progress, no action since last meeting due to capacity. |
| 09/03/22  | JB  | Carry out a skills audit across the organisation (staff and Councillors) and arrange a HR workshop for May.  | To be revisited in 2023  |
| 11/03/20  | JB  | Bring forward an updated Apprentice Pay Policy  | On hold  |

### Forward Plan

|  |  |  |
| --- | --- | --- |
| Date | Meeting | Items for consideration |
| 15/02/23 | Full Council | Risk management and internal controlsAsset registerQ3 Budget MonitoringRelease of earmarked reserves for seafront railings replacementNursery Relocation Business CaseRelease of Project Support Reserve funds for Greenhill beach access improvements and beach hire equipment.Operational Workforce Monitoring Policy |
| 22/02/23 | HR | HR Support ReviewUnion recognition agreement |
| 01/03/23 | Services | Events Programme 23Seafront lighting (including lasers) - future options.Applications for free use of Dorset Council car parksResort Service – service plan 2023-24Review of public toilet provision.Review from Development Board (info prior to FC)PID – Sea Swimming Event |
| 15/03/23 | F&G | Seafront digital advertising screens procurementAsset maintenance programme. |
| 22/03/23 | Full Council | Endorsement of Release of Draft Weymouth Neighbourhood Plan (Reg 14 Consultation)Weymouth Business Improvement District (We Are Weymouth) BallotReview from Development Board (info)Armed Forces Covenant update from Cllr James (following event on 23/02) |
| 05/04/23 | HR | Staffing updates |
| 12/04/23 | Services | Purple Flag – promotion and future optionsSeafront Strategy Consultation Results |
| 26/04/23 | F&G | Louviers twinning report |
| 10/05/23 | Full Council | Annual MeetingElection of Mayor, Deputy Mayor and Mayor ElectElection of Leader and Deputy LeaderNominations to CommitteesNomination of Champion roles Nominations to outside bodiesConfirmation of Working Group membership |

**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 members of staff.

**Recommendation:**

That Councillors agree to exclude the public and press.

## Staffing Updates

Councillors will receive an update and proposed structure at the meeting. The full staff consultation concludes on 07 February 2023.

**Recommendation:**

That Councillors agree a staffing structure and arrangements for the Council.