

LLANGOLLEN TOWN COUNCIL

MINUTES OF THE HUMAN RESOURCES COMMITTEE HELD ON 30th NOVEMBER 2016

Present: Cllr L. Slater (Chair) Cllr M. Adams, K. Edwards, Cllr J. Haddy and Cllr M. Mile.
G. Thomas (Town Clerk).

HRC/7/17 Apologies for absence.

None received.

HRC/8/17 Declaration of Interest.

None.

HRC/9/17 Minutes of last meeting.

It was proposed by Cllr J. Haddy in accordance with standing order 5(a)(iv) that the Minutes of the meeting of the 26th October 2016 should be amended to reflect Cllr Slater's appointment as the Town Clerks interim Line Manager until such time as Cllr Haddy had recovered from his imminent hip surgery.

It was proposed by Cllr K Edwards and seconded by Cllr M. Mile that the minutes should be amended accordingly.

It was resolved to amend the minutes.

All agreed.

HRC/10/17 Terms of reference.

Cllr J. Haddy felt that the minutes of the last meeting still did not reflect the discussion over the terms of reference of the committee in relation to ex officio positions and voting rights and that added paragraphs. It was a proposed by Cllr M. Mile and seconded by Cllr M. Adams that the terms of reference should be taken back to Full Council to seek amendments.

It was resolved to refer the terms of reference to Full Council.

All agreed.

HRC/11/17 Staff Member Protocol.

It was contended that this agenda item should not be considered by the Human Resources Committee.

It was proposed by Cllr J. Haddy and seconded by Cllr M. Adams that the protocol be a matter for Full Council.

It was resolved to refer the protocol to Full Council.

All agreed.

HRC/12/17 Staff Handbook.

Members considered the draft staff handbook and believed that the document was a good start in the process of identifying the necessary policies and procedures required. It was proposed by Cllr M. Mile and seconded by Cllr K. Edwards that the handbook be agreed with the caveat that addition items could be included at any time.

It was resolved to adopt the Staff handbook.

All agreed.

HRC/13/17 Correspondence.

There were no matters considered under this agenda item,

HRC/14/17 Future agenda items.

Additional policies on Employee code of conduct, Recruitment, Training and Development, Whistleblowing, and Alcohol and substance abuse.

There being no further items the meeting closed at 6.51 pm.

LLANGOLLEN TOWN COUNCIL

MINUTES OF THE HUMAN RESOURCES COMMITTEE HELD ON 29th MARCH 2017

Present: Cllr L. Slater (Chair) Cllr M. Adams, K. Edwards, Cllr J. Haddy and Cllr M. Mile.
G. Thomas (Town Clerk).

HRC/29/17 Apologies for absence.

None received.

HRC/30/17 Declaration of Interest.

None.

HRC/23/17 Minutes of last meetings.

It was proposed by Cllr M. Mile and seconded Cllr M. Adams that the minutes be approved.

It was resolved to approve the minutes accordingly.

All agreed.

HRC/24/17 Staff appraisal reporting.

Cllr M. Adams confirmed that the staff appraisal process has been completed.

It was proposed by Cllr M. Adams and seconded by Cllr K. Edwards that Members should note the outcome of the staff appraisal process.

It was resolved to accept the conclusions of the staff appraisal.

All agreed.

HRC/25/17 Staff Salaries.

Members consider a report on staff salaries in line with the pay award defined by the National Joint Council for Local Government Services salary scales and staff appraisals.

It was proposed by Cllr M. Mile and seconded by Cllr K. Edwards that the report be accepted.

It was resolved that the Committee would recommend to the Town Council that the salary awards be implemented for the 2017/18 financial year.

All agreed.

HRC/26/17 Buddy System.

Members consider the adoption of a buddy system procedure as an addition to the Town Council's Lone Working policy. It was proposed by Cllr M. Mile and seconded by Cllr K. Edwards that the buddy system be adopted.

It was resolved that the procedure be appended to the Lone Working policy to ensure that the Town Council is compliant under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

All agreed

HRC/27/17 Future Agenda items.

Time analysis.

There being no further items the meeting closed at 6.35 pm.