



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Acting Town Clerk: Guy Langton (CiLCA, PSLCC)

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To all members of the Council:

You are hereby summoned to attend the **HUMAN RESOURCES COMMITTEE** meeting on

Wednesday 29th May 2024 at 10:30am

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda below.

Membership:

Cllrs Louis Bach, Hugh Brading, Barry Edwards, John Himan, Claire Hodson, Chris Leather and Jane Whittaker plus the Mayor, Cllr Niki Tait (ex-officio).

Questions by the public

There will be a period for questions by the public. In accordance with Standing Order 3, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of any Council business at Full Council, and at Committee meetings in respect of business on the agenda.

Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of the meeting.

Recording, photographs and filming

In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

Guy Langton

Guy Langton, Acting Interim Town Clerk

Date of issue: 23rd May 2024

AGENDA

- 1 To elect a Chair for the committee.**
- 2 To elect a Deputy Chair for the committee.**
- 3 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1) All apologies must be notified to the Town Council offices by 5pm on the day of the meeting.**
- 4 Chair's announcements**
- 5 To receive any dispensations and disclosable pecuniary or other interests Members are reminded that all interests must be declared prior to the item being discussed.**
- 6 To agree the agenda as published.**
- 7 To note the Terms of Reference for the Committee (p3-4)**

8 Public Participation

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.

9 To note the outstanding actions arising from the HR sections of the predecessor committee (p5) and consider:

- i. Establishing a working group to review the office accommodations and investigate audio and visual improvements to the Chamber.

10 To note the staff volunteering to have their names added to the out of hours alarm response register (p5)

11 To receive an update on the accidents recorded in the accident book since 1ST April 2024 (p5)

12 To consider the effect on the General Election on the Council's office-based staff (p5)

13 To consider making a recommendation to Finance Committee that the Council engage an outside payroll provider (confidential report)

14 To receive a report into the accumulated TOIL hours across the staff (confidential report)

15 To consider which members should conduct the outstanding staff appraisal for 2023-24 (confidential report)

16 To consider the report arising from the staffing review carried out by Worknest (confidential report)

17 To consider the annotated contract of employment (confidential report)

HUMAN RESOURCES COMMITTEE STRUCTURE AND TERMS OF REFERENCE

The Human Resources Committee is a Committee of Northam Town Council, constituted under S.101 of the Local Government Act 1972.

1. MEMBERSHIP

- a. The Committee is a Standing Committee, membership is to be re-appointed at the Annual Meeting.
- b. The Membership of the Committee will be decided upon its creation.
- c. The Committee shall elect its own Chair and Vice Chair at its first meeting following the Annual Meeting of the Town Council.
- d. The Town Clerk or a delegated Officer will service the Committee.

2. COMPOSITION

- a. The Committee will comprise seven members of the Council.
- b. Ex-officio member with full voting rights: the Mayor.
- c. There will be no members of the Committee co-opted from outside the Council membership.

3. QUORUM

- a. The quorum of the committee will be four members.
- b. The Chair shall have a casting vote.

4. MEETINGS

- a. Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
- b. Four scheduled meetings each Civic Year.
- c. Extra meetings will be called as required.
- d. Working Groups may be established to carry out specific tasks, including but not limited to those detailed in section 8 below.

5. MINUTES

- a. Minutes of the Committee meetings shall be prepared by the Town Clerk and submitted to the next meeting of the Committee meeting for approval. The draft minutes shall be submitted to the Council for information.
- b. Approved minutes shall be presented to the next appropriate ordinary meeting of the Town Council, for noting and adoption.
- c. Any action agreed at the Committee shall be reported to the committee until that action is complete or has become part of the Council's operational activities.

6. GENERAL

- a. The Committee shall operate within the Town Council's Standing Orders and Financial Regulations.
- b. Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record **RESOLVED**. If not, the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Full Council for decision.

- a. The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to provide guidance as to matters under discussion.
- b. Ensure clear communication with other Council Committees where matters under consideration have an impact across more than one Committee.

7. STANDING ITEMS

- a. To receive the Accident Review Report and consider actions arising as appropriate.
- b. To consider matters of Health & Safety as appropriate.

8. POWERS / ROLE - The Committee's delegated powers include

- a. Consider and review, as appropriate, the Council's staffing structure, to support the Council's operations and Committee structure.
- b. Determination and review of the terms and conditions of employment and remuneration of the Council's staff, excluding the Town Clerk/RFO/Proper Officer.
- c. Recommend to Council the terms and conditions of employment and remuneration of the Town Clerk/Responsible Finance Officer/ Proper Officer.
- d. Any other matters affecting the Council staff and the personnel policies of the Council
- e. Organise the annual round of staff appraisals, to be conducted by Chair of this committee, and the Mayor (for the Town Clerk) or one of those mentioned Councillors and the Town Clerk for all other staff.
- f. To consider recruitment activity as appropriate.
- g. To consider a costed training schedule for all staff.
- h. To undertake disciplinary and grievance investigations as appropriate.
- i. The Committee shall deal with breaches of the code of conduct as per Standing Orders.
- j. To agree spend as identified in the appropriate budget cost centre(s).
- k. Wherever possible, the Committee shall support measures to address the declared Climate Emergency and to assist other Committees in discharging their responsibilities towards tackling the Emergency in all projects.

Item 9 To note the outstanding actions arising from the HR sections of the predecessor committee.

Meeting and minute		
6th March 2024 2403/817 To discuss staffing matters	It was resolved that a task and finish group, working with the staff, to be formed to progress a report with costings for any changes to the internal work area, to include following up the existing speaker system in the chamber.	Working group to be established.

Item 10 To note the staff volunteering to have their names added to the out of hours alarm response.

Mr R Griffey

Mr D Stewardson

Miss T Tucker

Item 11 To receive an update on the accidents recorded in the accident book since 1st April 2024.

No accidents had been recorded since January 2024.

Item12 To consider the effect on the General Election on the Council's office-based staff.

The Acting Town Clerk has confirmed with the Elections Office at TDC that they have no concerns with NTC staff continuing to operate from the offices as normal on the day of the General Election (4th July 2024). There are no Council or committee meetings planned for that date.