

WALMER TOWN COUNCIL

62 The Strand, Walmer, Deal, Kent CT14 7DP

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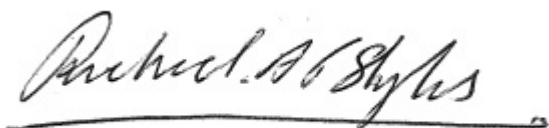
Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

Dated the 7th of February 2022

HR Cttee: Cllr C Weale (Chairman) Cllr M Eddy, Cllr Mrs M Beard-Gould, Cllr Mrs S Le Chevalier, Cllr W Gardner and Cllr J Murray.

You are hereby summoned to attend a meeting of THE HUMAN RESOURCES COMMITTEE to be held at 7pm (a meeting of the Finance + General Purposes Committee will follow immediately thereafter) Wednesday 16th February 2022 at:

8, The Strand, Walmer, CT14 7DY.



**Richard Styles
Town Clerk**

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

3. OPENNESS AND TRANSPARENCY

To remind those present of the following: -

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

4. MINUTES

Attach 1

Approve the minutes of the extraordinary meeting held on 9th August 2021 (minutes 204 to 209).

5. STAFF MATTERS

This item will be held as a confidential matter within the Public Bodies (Admission to meetings) Act 1960.

Attach 1



WALMER PARISH COUNCIL
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EXTRA ORDINARY HUMAN RESOURCES COMMITTEE

DRAFT Minutes of a meeting held on Monday 9th August at 6pm at 8, The Strand, Walmer.

Present:

Councillors: Cllr C Weale (Chairman), Cllr Mrs M Beard-Gould, Cllr M. Eddy, Cllr P Heath, and Cllr J Murray.

Officer: Richard Styles - Clerk

204. APOLOGIES

None.

205. DECLARATIONS OF INTEREST

None.

206. MINUTES

The minutes of the meeting held on Wednesday 12th of May 2021 were approved as a true record and will be signed by the Chairman as soon as practicable.

Proposed by Cllr Eddy.

Seconded by Cllr Beard-Gould.

RESOLVED

207. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

None

The rest of the meeting was closed to the public under the Public Bodies (Admissions to Meetings) Act 1960, because the meeting would be discussing the conditions and terms of service of the Walmer Parish Council staff.

208. STAFF STRUCTURE OF WALMER PARISH COUNCIL

The Cttee received reports from the Clerk on:

- A review of current staff structures.
- A proposed new structure.

- Details of a new post to be recommended to Council.
- A proposed timetable of carrying out the restructuring.

The Committee agreed to recommend to Council at its next meeting to be held on the 8th September 2021, a series of proposals, as follows:

The Human Resources Committee resolves to recommend to Council the following points:

1. That the Council replaces the post of Assistant clerk, with the post of Deputy Clerk.
2. That the Council adopts the findings of the HR Cttee in drawing up the job specification and description for the post of Deputy Clerk.
3. That the Council budgets for and encourages, a process of training and mentoring for the Deputy Clerk to fulfil the function for which he/she has been recruited for.
4. That the Council authorizes the Clerk to implement a process of recruitment for the post of Deputy Clerk.
5. The Council delegates to a panel consisting of the Clerk and the Chair and Vice Chair of the HR Cttee, the power to shortlist, interview, and select the candidates for the post of Deputy Clerk. The panel to report back to the Council once it has selected the candidate for the post of Deputy Clerk, to confirm that this task has been carried out successfully. *(The HR Cttee will receive details on all applications for the post on a confidential basis, to assist the selection panel in their deliberations).*
6. The Council to note and act on the reports on succession planning received by the HR Cttee at its last meeting.

Proposed by: Cllr Eddy.

Seconded by: Cllr Beard-Gould.

RESOLVED

209. DATE OF NEXT MEETING – To be announced

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Signature

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Date

Meeting closed 18:40hrs