



SHAFTESBURY TOWN COUNCIL

HUMAN RESOURCES SUB-COMMITTEE MEETING

You are summoned to attend a meeting of the Human Resources Sub-Committee which will be held in the Mayor's Parlour, Town Hall, High Street, Shaftesbury Dorset ST7 8JE on **Tuesday 19th May 2014** commencing at 10:00am at which your attendance is required.

Wednesday 14th May 2014

TO MEMBERS OF THE HUMAN RESOURCES SUB-COMMITTEE: Councillors R Tippins (Chair), J Lewer and M Madgwick.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: the three aims of the general duty of the Public Sector Equality Duty (eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, advance equality of opportunity between people from different groups and foster good relations between people from different groups), Crime and Disorder, Health and Safety and Human Rights.

AGENDA

PART 1 (PUBLIC ITEMS)

1. APOLOGIES

2. DECLARATION OF INTERESTS

Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.

3. RECEIPT OF DISPENSATION REQUESTS

To receive any dispensation requests received by the clerk and not previously considered.

4. EXEMPT ITEMS – EXCLUSION OF PRESS AND PUBLIC

Certain items are expected to include the consideration of exempt information and the Human Resources Sub-Committee is, therefore, recommended to resolve "That, in accordance with Section 100a(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12a of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

Members of the public are welcome to attend meetings of the Council and Committees, unless specifically excluded due to the confidential nature of the business. Enquiries to Paul Russell on 01747 852420 or email townclerk@shaftesburytowncouncil.co.uk

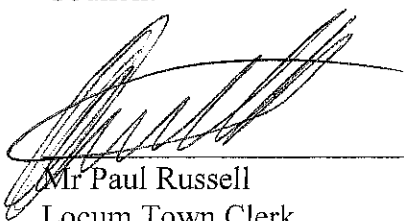


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Item Number	Appendix
5	n/a
6	n/a

PART 2 (TO BE CONSIDERED WITHOUT THE PUBLIC AND PRESS PRESENT)

- 5. SUB-COMMITTEE MINUTES**
To consider and approve the confidential minutes of the Sub-Committee meeting held on Friday 28th March 2014 at 11.00am (Appendix One)
- 6. TERMS OF REFERENCE**
To consider adopting the revised Terms of Reference for this sub-committee (Appendix Two)
- 7. UPDATE ON INFORMAL MEETING**
To receive a verbal update of the informal meeting that took place prior to the main sub-committee meeting.
- 8. APPOINTMENT OF INTERIM CHAIR**
To consider the appointment of an interim Chair of the Sub-Committee in order for it to review complaints received.
- 9. COMPLAINTS RECEIVED**
To consider complaints received. These complaints will be tabled at the meeting.
- 10. COMPLAINTS PROCESS**
To consider the process to deal with unresolved complaints received by the Town Council.



Mr Paul Russell
Locum Town Clerk