



Shaftesbury Town Council

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To: Members of Shaftesbury Town Council's

Human Resources Committee,

Councillors: Andy Perkins (Chair), Lester Taylor (Vice-Chair), Jo Francis, John Lewer, Richard Tippins

All other recipients for information only.

You are required to attend a meeting of the Committee
**to be held at 10.30am on Thursday 24th November 2016 in the Council Chamber,
Shaftesbury Town Hall**

For the transaction of the business shown on the agenda below.

Claire Commons

Interim Deputy Town Clerk

Members are reminded of their duty under the Code of Conduct

Public Participation

The Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.

Members of the public and Councillors are entitled to make audio or visual recordings of the meeting provided it does not cause disruption or impede the transaction of business. Out of courtesy to those present, the Council requests that intention to record proceedings is brought to the Chairman's attention prior to the start of the meeting.

Agenda Item	
01. Apologies	To receive and consider for acceptance, apologies for absence
02. Declarations of Interest and Dispensations	Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Clerk will report any dispensation requests received.
03. Minutes	To confirm as a correct record, the minutes of the previous meeting of the Committee.

Agenda Item	
04. Confidential Information	
<p>Certain items are expected to include the consideration of exempt information and the Human Resources Committee is, therefore, recommended to resolve “That, in accordance with Section 2 of the Public Bodies (Admissions to Meetings) Act 1960, 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 confidential information, (as defined in the respective paragraph of Part 1 of Schedule 12a of Section 100a(4) of the Local Government Act 1972), and the public interest in maintaining the exemption outweighs the public interest in disclosing the information”.</p>	
05. Salaries	p3
<p>To approve payment of the Staff Salaries for November 2016.</p> <p style="text-align: right;">Report 1116HR05</p>	
06. Vacancies	p6
<p>To consider candidates for the position of Town Clerk and determine the scope of the vacancy for Grounds person.</p> <p style="text-align: right;">Report 1116HR06</p>	
07. Training	p8
<p>To consider staff training requests.</p> <p style="text-align: right;">Report 1116HR07</p>	
08. Cleaner	p10
<p>To consider the Council’s cleaning requirements.</p> <p style="text-align: right;">Report 1116HR08</p>	
09. Officer Report and Future Meetings of the Committee	p11
<p>To confirm the date of the next meeting of the Committee and identify matters for inclusion on the agenda.</p> <p style="text-align: right;">Report 1116HR09</p>	

(End)