



GILLINGHAM TOWN COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR

HUMAN RESOURCES COMMITTEE

Minutes of the Human Resources Committee meeting held on **Monday 17 June 2024** at The Town Hall, School Road, Gillingham, commencing at 6.30pm.

Present:

Cllr Barry von Clemens
Cllr Paul Harris
Cllr Donna Toye
Cllr Roger Weeks

In attendance:

Julie Hawkins, Town Clerk

Press and Public:

None

1. Public Participation.

There was no public participation.

2. To receive and accept apologies for absence.

It was agreed and **RESOLVED** to accept the apologies for absence from Cllr Alan Frith who was unable to join the meeting for personal reasons.

3. To receive declarations of interest and requests for dispensation: Members are required to comply with the requirements of Section 27 of the Localism Act 2011 disclosable pecuniary interests and Section 13 of the Standing Orders.

There were no declarations of interest.

4. To receive questions pertaining to the previous minutes.

There were no questions.

5. **To approve the Minutes as a true and accurate record of the HR Committee meeting held on 25 March 2024.**

It was agreed and **RESOLVED** to approve the Minutes of the HR Committee meeting held on 25 March 2024 as a true and accurate record.

Cllr Weeks abstained from voting as he was not present at the meeting on 25 March.

6. **In confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of agenda item no. 7 to 9 as the committee will be considering information about members of staff.**

It was agreed and **RESOLVED** that under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of agenda item no. 7 to 9 as the committee will be considering information about members of staff.

7. **To receive and consider a report regarding staff absences, in accordance with Para.19b of the Council's Standing Orders.**

The report was noted.

8. **To receive and consider a request for flexible working from Staff No. 110324.**

It was agreed and **RESOLVED** that the Town Council advertises for a Gardener to work 17 hours per week on a job share basis - 1.00 pm to 4.30 pm Monday to Thursday and 1.00 pm to 4.00 pm on Friday.

It was agreed and **RESOLVED** that, if recruitment is successful, the HR Committee will meet on 5th August 2024 to consider the flexible working request from Staff No 110324.

It was agreed and **RESOLVED** that, if recruitment is unsuccessful, the HR Committee will meet on 5th August 2024 to consider the flexible working request from Staff No 110324.

9. **To receive an update on the vacancy for Grounds person.**

The Town Clerk advised members that advertising will continue until a suitable candidate can be recruited.

10. **To receive matters pertinent to this meeting.**

There were no matters pertinent.

Closure: The meeting closed at 6.55pm.