



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 16 September 2024** at The Town Hall, School Road, Gillingham, commencing at 6pm.

Present:

Cllr Barry von Clemens, Chairman
Cllr Alan Frith, Deputy Chairman
Cllr Paul Harris
Cllr Donna Toye
Cllr Roger Weeks

In attendance:

Julie Hawkins, Town Clerk

Press and Public:

None

29. Public Participation.

There was no public participation.

30. To receive and accept apologies for absence.

There were no apologies for absence.

**31. 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.

32. To receive questions pertaining to the previous minutes.

There were no questions.

33. To approve the Minutes as a true and accurate record of the HR Committee meeting held on 5 August 2024.

It was agreed and **RESOLVED** to approve the Minutes of the HR Committee meeting held on 5 August 2024 as a true and accurate record.

34. To consider and agree amendments to the Employee Handbook.

A draft Employee Handbook had been circulated prior to the meeting.

The following amendments were agreed:

Page 12 – Section 2.17 add the following words at the end of paragraph five: *‘(as at July 2024)’*.

Page 13 – Section 2.19.1 change the fourth paragraph to read: *‘If the Council makes a claim to its insurers for repair or replacement or other losses incurred, it reserves the right to require you to pay any insurance excess, currently £1,000 (as at July 2024), that may accrue’*.

Page 23 – Section 7.1.1 change the word *business* to *council*.

Page 34 – Section 11.6.3 add the following words: *‘Verbal warnings will usually remain active for three months but may be extended should the manager feel that the circumstances warrant it’*.

Page 35 – Section 11.6.7 add the following words: *‘A written warning will usually remain active for 6 months, but a longer period may be specified if the manager conducting the hearing feels that the circumstances warrant it’*.

Page 35 – Section 11.6.7 move the third paragraph down the page.

Page 37 – Section 11.8.1 add the word *‘completely’* before unacceptable.

It was agreed and **RESOLVED** that the Employee Handbook, as amended, is approved and adopted.

Members thanked the Projects and HR Administration Officer for her work on the document.

35. To receive a report regarding the consultation with the Town Clerk and Works Manager about increasing their notice period.

A report was circulated prior to the meeting. Please refer to [Appendix A](#)

It was agreed and **RESOLVED** that the notice period for the Town Clerk and Works Manager is increased to three months with effect from 1 December 2024.

Members considered whether it would be appropriate to increase the notice period for the Assistant Town Clerk and Deputy Works Manager.

It was agreed and **RESOLVED** that consideration of the notice period for the Assistant Town Clerk and the Deputy Works Manager should be deferred for further investigation.

- 36. 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. 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. 9 as the committee will be considering information about members of staff.

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

The report was noted.

- 38. To receive matters pertinent to this meeting.**

There were no matters pertinent.

Closure: The meeting closed at 6.51pm

Gillingham Town Council**Notice Periods****Author: Serena Burgess, Projects and HR Administration Officer****Background**

At the HR Committee meeting held on 5 August 2024:

It was agreed and **RESOLVED** that the Chairman of the HR Committee consults the Town Clerk and Works Manager regarding a change to their notice period to three months, to take effect on 1 December 2024.

Consultation

On 28 August 2024 the Chairman of the HR Committee, Cllr von Clemens, held individual consultation meetings with the Town Clerk and Works Manager.

Cllr von Clemens discussed the proposal to increase the notice period from one month to three months with effect from 1 December 2024. Both the Town Clerk and Works Manager agreed to this change and raised no questions.

Notice Periods for Other Positions

Following a request made at the HR Committee meeting on 5 August 2024, consideration has been given regarding the notice periods of the following roles:

- Responsible Financial Officer (RFO) – the notice period for the RFO was increased to three months following the resignation of the previous RFO. A new contract was agreed at the HR Committee meeting held on 19 October 2022.
- Assistant Town Clerk and Deputy Works Manager – both these contracts currently require one month's notice to be given.

Should one of these roles become vacant and a replacement not found by their leaving date, their duties would be able to be picked up by other members of the team in the short-term. Therefore, an increase in notice periods for these two roles is not felt to be necessary.

RECOMMENDATIONS

- That the notice period for the Town Clerk and Works Manager is increased to three months with effect from 1 December 2024.
- That the notice period for the Assistant Town Clerk and Deputy Works Manager remains as one month.