



## **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 20 February 2023 at The Town Hall, School Road, Gillingham, commencing at 6.30pm.

**Present:**

Cllr Barry von Clemens (Chairman)  
Cllr Sharon Cullingford  
Cllr Alan Frith

**In attendance:**

Town Clerk, Julie Hawkins

**Press and Public:**

None

- 219. Public Participation. Please note: a period up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda.**

There was no public participation.

- 220. To receive and accept apologies for absence.**

It was agreed and **RESOLVED** to accept the apologies for absence from Cllr Donna Toye, and Cllr Paul Harris who were unable to join the meeting for personal reasons.

- 221. To receive declarations of interest. Please note; members are required to comply with the requirements of the Localism Act 2011, section 27 disclosable pecuniary interests.**

There were no declarations of interest.

- 222. To receive questions pertaining to the previous minutes.**

There were no questions.

- 223. To approve the Minutes as a true and accurate record of the HR Committee meetings held on 21<sup>st</sup> November 2022 and 16<sup>th</sup> January 2023.**

It was agreed and **RESOLVED** to approve the minutes of the HR Committee meeting held on 21<sup>st</sup> November 2022 and 16<sup>th</sup> January 2023.

- 224. To receive an update on the recruitment of a Temporary Grounds Person to cover the period 1<sup>st</sup> April 2023 until 30<sup>th</sup> September 2023.**

The Chairman informed the meeting that interviews are scheduled for next week.

- 225. To receive an update on the vacancy for a Permanent Grounds Person.**

The Chairman informed the meeting that interviews are scheduled for next week.

- 226. 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's 9 and 10 as the committee will be considering information about individual 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 items no's 9 and 10 as the committee will be considering information about individual staff members.

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

Members noted the high level of sickness for four members of staff.

It was agreed and **RESOLVED** that the line manager talks to the members of staff concerned.

- 228. To consider a report regarding the future needs of the Gardening Team.**

It was agreed and **RESOLVED** that the fixed term position of Apprentice Gardener is amended to a permanent Gardener position.

It was agreed and **RESOLVED** that the Job Description, as presented, is approved.

It was agreed and **RESOLVED** that the Apprentice Gardener is offered a permanent full-time contract with effect from 6 May 2023 at LC1 SCP Grade 7 (Substantive Benchmark Range) on the condition that the Apprenticeship is successfully completed by 5 May 2023.

- 229. To receive and consider a request from the Customer Services Officer / Mayor's Secretary for a change of job title to Customer Services Officer / Mayor's Assistant.**

It was agreed and **RESOLVED** that the existing job title of Customer Services Officer / Mayor's Secretary should remain.

- 230. To receive matters pertinent to this meeting. Please note: Members are advised that inclusion of any item is at the Chairman's discretion and that a council cannot lawfully decide upon any matter which is not specified in the summons (agenda).**

The Town Clerk informed the meeting that an NJC pay claim for 2023-24 has been made by the Joint Trade Union Side (UNISON, GMB and UNITE) to the Local Government Association. The claim is for an increase of RPI plus 2% on all spinal column points plus additional benefits. The information was noted.

**Closure:** The meeting closed at 7pm