



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 21 July 2025** at The Town Hall, School Road, Gillingham, commencing at 6.30pm.

Present:

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

In attendance:

Julie Hawkins, Town Clerk

Press and Public:

None

93. Public Participation.

There was no public participation.

94. To receive and accept apologies for absence.

There were no apologies for absence.

95. 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.

96. To receive questions pertaining to the previous minutes.

There were no questions.

97. To approve the Minutes as a true and accurate record of the HR Committee meetings held on 22 April 2025.

It was agreed and **RESOLVED** to approve the minutes of the HR Committee meetings held on 22 April 2025 as a true and accurate record.

98. To receive an update regarding the current Grounds Team vacancies.

The Town Clerk informed members that a new Grounds Operative will be starting on 11 August 2025 and a new Seasonal Grounds Person started on 2 June 2025.

99. To receive an update regarding the timetable for implementation of the Employment Rights Bill.

A report was circulated prior to the meeting. The report is available to view [HERE](#)

The report was noted.

100. In confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of agenda item nos. 9 - 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 item nos. 9 - 10 as the committee will be considering information about individual members of staff.

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

The report was noted.

102. To review the outcome of the Job Evaluation of the Projects and HR Officer role.

A confidential job evaluation report undertaken by The Local Government Resource Centre (LGRC) had been circulated prior to the meeting.

It was agreed and **RESOLVED** that the Projects and HR Officer receives an uplift of one point (SCP), as recommended in the report, to take effect from 1st August 2025.

103. To receive matters pertinent to this meeting.

There were no matters pertinent.

Closure: The meeting closed at 18.49