

Minutes of a meeting of the HR Sub-Committee,  
of Bingham Town Council, held in the Council Chamber at The Old Court House,  
Church Street, Bingham on Tuesday 06 July 2021 at 7.15pm

**PRESENT:**

Councillors: J Lewis, A Shelton, M Stockwood, F Purdue-Horan, J Stockwood and R Bird.

Members of the Public: 0

Officer/s: J Riddle (Deputy Clerk)

**1. APOLOGIES FOR ABSENCE AND ACCEPTANCE**

Apologies for absence were received and accepted from Councillor T Wallace and Councillor M Monni. Councillor Bird and Councillor M Stockwood were noted as the substitute members.

The resignation of Councillor G Simms from the Sub-Committee was noted. Councillor J Lewis had filled the vacancy.

**2. DECLARATIONS OF INTEREST**

Councillor F Purdue-Horan declared a non-pecuniary interest in item 4 as a County Councillor.

**3. MINUTES**

The minutes of the extra-ordinary meeting held on 24 June 2021, Folios 9785 to 9786, were taken as read, approved and were signed by the Vice-Chairman as a correct record.

**4. OBSERVATIONS IN RELATION TO QUOTATIONS FOR HR & HEALTH AND SAFETY QUOTES AND DELEGATION OF THE DECISION**

The observations noted for consideration when selecting from the quotes were; cost effectiveness, key locations for health and safety visits (cemetery as well as primary site), familiarity with Councils and a company that can offer both services. The decision would be reported to the Policy, Resources and Major Projects Committee on 20 July 2021.

**RECOMMEND:** that the decision be delegated to an officer in consultation with the Chair, Vice-Chair and Councillor J Lewis.

**5. STAFFING RISKS SECTION OF THE RISK REGISTER**

The Committee noted that the Clerk would be including the staff's views to create the scores for the Risk Register for review by the Council.

**6. INTERVIEW PANEL**

**RECOMMEND:** that the Chair, Vice Chair and Councillor T Wallace would form the interview panel for senior staff

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**RECOMMEND:** that the interview panel for all other staff would be the Clerk, Deputy Clerk and Chair or Vice Chair of the Sub-Committee.

## **7. STRESS MANAGEMENT POLICY**

The Sub-Committee noted that guidance was contained within the health and safety handbook, but that further work was required to create a policy to manage return to work after stress and access to counselling.

**RECOMMEND:** that a stress management policy be created for consideration.

## **8. COUNCILLOR PARTICIPATION IN THE LOCAL COUNCIL CONSULTANCY SERVICE JOB EVALUATION**

The Sub-Committee was asked to nominate up to three councillors to meet with the consultant carrying out the job evaluation of the Clerk and Deputy Clerk roles.

**RECOMMEND:** that the Chair, Vice Chair and Councillor Wallace meet with the consultant.

## **9. CONFIDENTIAL BUSINESS**

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960  
PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING  
RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:

“That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw”

- Confidential Notes from the extra-ordinary meeting held on 24 July 2021

The notes of the meeting were approved by the Sub-Committee as an accurate record.

- Staff Matters

The appraisal schedule was noted by the Sub-Committee.

The public meeting closed at 7.42pm  
The confidential meeting closed at 7.55pm

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CHAIRMAN

Date: .....