

Minutes of a meeting of the HR Committee,  
of Bingham Town Council, held in the Council Chamber at The Old Court House,  
Church Street, Bingham on Tuesday 30 November 2021 at 7.15pm

**PRESENT:**

Councillors: J Lewis, A Shelton, G Williams, P Moskwa, R Bird and T Wallace.

Members of the Public: 1 including Cllr F Purdue-Horan

Officer/s: J Riddle (Town Clerk)

**1. ELECTION OF CHAIR**

Councillor A Shelton opened the meeting as Mayor and invited nominations for Chair.

Councillor T Wallace was nominated as Chair by Councillor R Bird and this was seconded by Councillor J Lewis.

No other nominations were received.

**RESOLVED:** that Councillor T Wallace was duly elected as Chair.

**2. APOLOGIES FOR ABSENCE AND ACCEPTANCE**

An apology for absence was received and accepted from Councillor G Simms. Councillor A Shelton was noted as the substitute member.

**3. ELECTION VICE CHAIR**

Councillor J Lewis was nominated as Vice Chair by Councillor R Bird and this was seconded by Councillor G Williams.

No other nominations were received.

**RESOLVED:** that Councillor J Lewis was duly elected as Vice Chair.

**4. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**5. MINUTES**

The minutes of the meeting held on 21 September 2021, Folios 9818 to 9820, were taken as read, approved and were signed by the Chair as a correct record.

**6. UPDATED TERMS OF REFERENCE**

The Committee noted that the terms of reference should now reflect that they report directly to Full Council and that as an advisory committee, the limits were no longer relevant.

**RECOMMEND:** that the terms of reference be altered to reflect reporting to Full Council and the removal of the limits.

#### **7. UPDATE ON HR CONSULTANCY SERVICES**

The committee considered the current arrangements in place and agreed that a dedicated service was required for both HR and Health and Safety. When obtaining quotes response times, written advice, insurance would be considered. The quotes would be sent to Policy, Resources and Major Projects if received in time for the December meeting so costs could be taken into account when reviewing budgets.

**RECOMMEND:** that the Clerk obtain quotes for a HR consultancy service.

#### **8. UPDATE ON HEALTH AND SAFETY CONSULTANCY SERVICES**

**RECOMMEND:** that the Clerk obtain quotes for a Health and Safety consultancy service.

#### **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 meeting held on 21 September 2021

The notes of the meeting were approved.

- Staff Matters

The meeting closed at 8.57pm

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CHAIRMAN

Date: .....