

Bishop Auckland Town Council

Minutes of Human Resources Committee

14 June 2021 at BATC Offices, Kingsway, Bishop Auckland at 6.30pm

Present: -Cllrs J Blackburn (Deputy Major – Chair), H Blamer-Howison, M Siddle, S Zair, and L Brownson

Also In attendance: - Mrs. S. Harris Town Clerk,

HR 01.00/2021 - Notice of Meeting – Agreed

HR 02.00/2021 - Agree Notice of Motion - to call the meeting to be held on 16 March 2021.

HR 03.00/2021 - Apologies absence – All Members were present.

HR 04.00/2021 - Declarations of interest – No Declarations for interest were declared.

In accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council do now exclude the press and public for the remaining item on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

HR 05.00/2021 Report of the Town Clerk – Job Evaluation and Staffing

A report on Job evaluation and staffing was presented to Members, outlining the outcome of the evaluation and steps to move forward with current staff vacancies and council structure.

Resolved: Members agreed to make recommendations to full council endorsing the recommendations of the Job evaluation, along with recommendation on the staffing structure.

HR 06.00/2021 Report of the Town Clerk – Staff Training

Member updated about the Clerks progress towards the CiLCA qualification and identified needs around necessary Health and Safety Training for staff.

Resolved: Members agreed that some flexibility around end dates for achievement of CiLCA could be agreed, provided the Clerk kept them regular informed of progress.

Members agreed to receive a report to a future meeting setting out the costs for staff to undertake appropriate training.

Signed: -

Meeting Chair
22 June 2021