



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL
www.waretowncouncil.gov.uk
01920 460316

HUMAN RESOURCES COMMITTEE **Monday 27th September 2021** In the Clerk's Office, Ware Priory at 7.30pm

MINUTES

CLlr Kemp(Chair) Ballam Pope, Shaw (V).

Officer present: Terry Philpott Town Clerk,

It was resolved to exclude the press and public for this meeting due to the HR nature of the agenda.

HR023: To receive and accept Apologies for Absence

- None received

HR024: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

- None declared

HR025: Minutes from the previous meeting: to receive and sign the minutes of the last HR meeting held on 21st September 2020 and 1st March 2021

Resolved: The minutes are an accurate record

HR026: Correspondence and Clerks report (TP)

- Pay award 2021/22 still not advised, WTC budgeted for 2%, the Unions are recommending not accepting the 1.75% offer.

HR027: Staffing update new starters (TP)

- Staffing update Cemetery and Allotments Officer
- Staffing update Communications Officer
- Communications and Project Manager permanent appointment
- Priory Operations Manager / Lido Manager

HR028: Administration Officer Maternity leave(TP)

An update was received and discussed.

HR029: Grounds Assistant long term sickness (TP)

An update was received and discussed.

HR030: HR contract with EHDC and HR Audit (TP)

An update was received and discussed. Generally working well, an improvement on the previous provider.

HR031: Agile working review (TP)

An update was received and discussed. Councillors felt that the transition was seamless and agree with the clerk that it was working well and should be continued.

HR032: Training update (TP)

An update was received and discussed.

Councillor Training: GDPR / Finance / Induction / HAPTC

Staff Training: GDPR / Outlook / Onsite meetings / TJP

HR033: Agenda items for next meeting

Signed

Dated