

## PORTLAND TOWN COUNCIL

### HUMAN RESOURCES & IT COMMITTEE MINUTES OF THE MEETING HELD ON TUESDAY, 7<sup>TH</sup> JULY 2015 AT OSPREY LEISURE CENTRE, CASTLETOWN AT 11.30 AM

**PRESENT:** Councillors G. Chadwick, C. Flack, Ms S. Lees and R. Wild

**IN ATTENDANCE:** Ian Looker (Town Clerk) and Cllr. Mrs S. Cocking

#### **35 – ELECTION OF CHAIRMAN AND DEPUTY**

It was proposed by Cllr. Lees and **RESOLVED** – that Cllr. Chadwick be appointed Chairman. (For: 4 votes, Against: 0 votes, Abstentions: 0 votes)

It was proposed by Cllr. Chadwick and **RESOLVED** – that Cllr. Flack be appointed Deputy Chairman. (4-0-0)

#### **36 – APOLOGIES FOR ABSENCE**

Apologies were received from Cllr. A. Barnicoat.

#### **37 – DECLARATIONS OF INTEREST**

The Clerk declared an interest as a contributor to the Dorset County Council superannuation scheme.

#### **38 – PUBLIC PARTICIPATION**

Cllr. Cocking referred to Agenda Item 8 – Staff Training Needs, reminding members that it was necessary to have a trained and qualified clerk in order for the Council to have the General Power of Competence. She thought it would help the Council take over more responsibilities and supported training also for the Assistant Clerk.

Cllr. Chadwick proposed waiving Standing Orders in respect of Cllr. Cocking in order that she might speak during the rest of the meeting. This was **RESOLVED**. (4-0-0)

#### **39 – MINUTES OF LAST MEETING HELD ON 23<sup>RD</sup> OCTOBER 2014**

The minutes of the last meeting were formally approved. (2-0-2)

#### **40 – MINUTE UPDATE AND MATTERS ARISING**

There were none.

#### **41 – STAFF WORKING HOURS AND RECRUITMENT**

It was proposed by Cllr. Chadwick and **RECOMMENDED** – that the Council employs a permanent, part-time Assistant Clerk with the potential to become Clerk, who would be given CiLCA training. (4-0-0) Since Council had resolved in April to advertise the post as a temporary one it was agreed that the four Councillors present would call a special resolution to enable the subject to be reviewed within the six months period stipulated by Standing Orders.

It was proposed by Cllr. Chadwick and **RECOMMENDED** – that the Council would seek quotations from recruitment agencies to assist in filling the post. (4-0-0)

At this point it was proposed by Cllr. Chadwick and **RESOLVED** – to exclude the press and public for the remainder of the meeting. (4-0-0)

The question of temporary help in the office was discussed.

**42 – STAFF TRAINING NEEDS**

The Clerk was asked to report back to CiLCA training. He will liaise with the County on the provision of other training courses.

The possibility of relocating the admin office to what is currently the Mayor’s Parlour was suggested.

**43 – COUNCILLORS’ TRAINING NEEDS**

Members were still keen for the Code of Conduct training to go ahead led by the Monitoring Officer.

Certain members registered their interest also in attending specific DAPTC training events.

It was proposed by Cllr. Chadwick and **RECOMMENDED** – that the list of DAPTC courses be brought to the next Town Council meeting for discussion. (4-0-0)

**44 – COUNCIL WEBSITE**

The possibility of members and staff inputting data to the website was suggested, although the Clerk thought the terms of the agreement excluded all but news items from direct input.

(Cllr. Cocking left at 1.25 pm).

It was proposed by Cllr. Chadwick and **RECOMMENDED** – that a member be sought to input data to the website. (4-0-0)

**45 – REVIEW OF IT PROVISION**

Several suggestions were made: getting a new modem from BT, using Lloyds business accounting software, using BT Net Protect anti-virus software and obtaining a regular service for the photocopier.

**46 – COUNCIL BUDGET**

It was thought that extra training might be required in budget assembly.

**47 – DISCRETIONARY POLICIES ON PENSIONS**

It was suggested that Paula Harding be approached for help.

**48 – DATE OF NEXT MEETING**

29<sup>th</sup> July 2015 was suggested as a date, but that remains to be confirmed.

The meeting ended at 1.55 pm.

Signed..... Dated.....  
(Chair)