

OTTERY ST MARY TOWN COUNCIL

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THIS MEETING IS OPEN TO THE PUBLIC AND PRESS
who are welcome to attend as observers
20 seats only, are available to the public on a first-come, first-served basis

14th August 2019

To: Members of the Human Resources Management Committee of Ottery St Mary Town Council

A Meeting of the Human Resources Management Committee of Ottery St Mary Town Council will be held in the Council Chamber, The Old Convent, 8 Broad Street, Ottery St Mary on **MONDAY 19th AUGUST 2019 at 2.00pm** to consider the matters detailed on the Agenda below

Yours faithfully

C J McIntyre

Christine McIntyre
Town Clerk

Recording of Meetings etc - This meeting is being audio recorded by the Council and the recording will subsequently be available for public listening on request. Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Mayor has the power to control public recording and/or reporting so it does not disrupt the meeting.

Mobile Phones, Pagers and Similar Devices – All persons attending this meeting are required to turn off Mobile Phones, Pagers and Similar Devices. The Mayor may approve an exception to this request in special circumstances

A G E N D A

- 1 . To receive apologies for absence
2. To receive Declarations of interest for items on the Agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the Agenda
3. Under the Public Bodies (Admission to Meetings) Act 1960 as amended by s.100 LGA 1972, the public (including the press) are excluded from items 4,5,6,7 (& possibly 10) due to the confidential nature of the contents

4. To consider staffing levels/additional hours/ salary grades and proposed appointment of Volunteer Co-ordinator and to make recommendations accordingly
5. To consider the impact of the Council's property portfolio on the workload of the Clerk (past, present and future) and to make recommendations accordingly (a comparison of other Devon Town Councils with regards to their property portfolio and staffing will be taken into account)
6. To consider the provision of home working for staff `as and when` required
7. To consider the request of an employee to join the NEST Pension Scheme
8. To recommend approval for the costs of HR training for Committee members
9. To consider a name change for the Town Clerk and her assistants
10. To consider any other staff issues and make recommendations as appropriate
11. Miscellaneous Matters
12. To decide on a date for the next meeting