

Minutes of the HR Committee Meeting held on 10.06.24 at Wayland Hall

HR Committee Members Present: Stan Hebborn – Chairman, Peter Bishop and Gillian Tarrant

Cllr Sue Hebborn also attended to provide information relating to item 6.

Jane Scarrott, Clerk to the Town Council also present.

1. Apologies for Absence accepted from Tina Kiddell.
2. Resolution passed to exclude the public and press.
3. No Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the agenda made.
4. The minutes of the meeting held on 19.04.24 were signed by the Chairman.

5. Staffing issues:

Consideration was given to issues around lone working and it was agreed to present a draft policy for the provision and use of smartphones to the Full Council.

Recommendation: Full Council to accept the policy as presented.

5.1 Eye Tests for staff

The laws states that employers must arrange and pay for an eye test for display screen equipment (DSE) users if they ask for one, and provide glasses if an employee needs them for DSE use. In 2017 the Town Council resolved to pay £32.50 for an eye test plus £10 for a retinal photograph for the then two DSE users. Up to £119 was allocated to provide glasses. All staff now use DSE to some degree.

It will be recommended to Full Council that staff can claim the cost of an annual eye test at Cecil Ameys (to include retinal photography) and an allowance of up to £120 will be offered towards the cost of glasses if a prescription and receipt is provided.

Back dated claims for the financial year will be accepted.

6. HR Consultancy

The Council is looking to engage external HR consultants to undertake an HR audit and advise on HR matters.

The Committee considered the companies put forward and it was agreed two of the four would be invited to give an in person presentation to the HR Committee on the services they offer.

Once this has taken place a recommendation will be made to Full Council.

7. No date was set for the next HR Committee Meeting. A date will be arranged once the HR Committee has met with HR consultants.