

Minutes of the HR Committee Meeting held on 18.07.24 at Wayland Hall

HR Committee Members Present: Stan Hebborn – Chairman, Peter Bishop and Gillian Tarrant
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 were made.
4. The minutes of the meeting held on 10.06.24 were agreed.
5. Policy for the Provision of Smartphones for staff:
It was agreed that any discussion regarding the Policy for the Provision of Smartphones will be deferred until after the staff meeting scheduled for 24.07.24.
6. Update on Staffing Matters and HR Consultancy
Discussion took place on issues raised and it was agreed that:
 - Members of the HR Committee will be forwarded all the policies the Town Council has been sent by HR Consultants CBR. It will be checked whether this includes a Wellbeing or Probation Period Procedure.
 - Members of the HR Committee will also be sent 'Employment Assistance' documents as supplied by HR.
 - All current Town Council policies and the staff handbook are to be reviewed. To start this off CBR will be provided with a copy of the current Watton Town Council staff handbook for review. It is suggested all current policies will be replaced by CBR model policies which will be adapted for the Town Council. Policies will need to match 'Green Book' terms and all will be compared with current TC policies before adoption.
 - Information regarding how the Town Council offers wellbeing support to staff and a statement that staff are not discouraged from becoming members of a union and seeking advice from the union will be included within the staff handbook.
7. Date of the next HR Committee Meeting: 15th August 2024 @ 11.00am

A handwritten signature in black ink, appearing to be a stylized 'S' or 'J' followed by a flourish.