

Minutes of the HR Committee Meeting held on 15.08.24 at Wayland Hall

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

Jane Scarrott, Clerk to the Town Council also present.

1. Apologies for Absence accepted from Gillian Tarrant.
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 18.07.24 were agreed.
5. Update on Staffing matters:

5.1

Policy for the Provision of Smartphones for staff:

It was agreed that the Policy for the Provision of Smartphones will be kept on hold until those staff who have raised concerns can be spoken with.

Noted that best practise should have been to consult with staff prior to the implementation of the policy.

5.2

Clarification of TOIL

It was agreed that TOIL accumulated to date should be honoured but that moving forward all TOIL must be authorised in advance and hours owed should be claimed within a month from the time accrued. TOIL will need to be pre-agreed unless an emergency situation has resulted in additional unplanned time worked.

Consideration may be given to employing a Town Operative Supervisor.

6. Staff Handbook and Policies

- It was agreed to defer a decision relating to the Staff Handbook until the next HR meeting.
- Weekly staff meetings have been introduced and will continue to be held each Wednesday. Staff are required to attend, except for extenuating circumstances, and should plan around the meeting accordingly. To aid attendance it was suggested meetings should start at 9.00am.
- It was agreed Policies as supplied by CBR should be adopted by the

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Council. CBR will be asked if they can populate the policies for the Town Council and once available Councillors and Staff will be made aware where the policies can be viewed.

- The Events Officer will be tasked with regularly checking and updating the Town Council website.
- Draft Grievance Policy as presented will be passed to CBR to check and blend with the CBR Grievance Policy as may be recommended.

7. Update on other matters:

Retrospective agreement that a letter be sent to a member of staff.

8. Date of the next HR Committee Meeting: to be arranged.