


## Minutes of the HR Committee Meeting held in the Council Chamber on 03.10.24

Present: Stan Hebborn, Peter Bishop, Gillian Tarrant, Sue Hebborn (observer)

Jane Scarrott - Clerk

 25 Nov 2024

1. No Apologies for absence
2. Resolution passed to exclude the public and press to consider staffing matters
3. No Declarations of Interest made
4. The minutes from the meeting held on 15th August 2024 were accepted and signed by the Chairman
5. Update on matters raised at the meeting held on 15.08.24
  - It was suggested that staff will be asked at a future staff meeting if there any remaining issues around the Policy for the Provision of Smartphones. Any proposed amendments will be considered.
  - It has been clarified with staff that TOIL must not be accumulated unless prior approval has been given and currently very little TOIL is owed.
  - The Charlotte Harvey Trust Management Committee are reviewing who and how Food Hub deliveries can be managed and it is hoped arrangements can be made so that staff who are located at the Charlotte Harvey Trust building can attend staff meetings more regularly.

### 5.1 General staffing update including matters raised at Staff Meetings

- The HR Committee have listened to feedback from staff regarding the frequency of staff meetings and it was agreed that meetings could be held fortnightly (the day following a Full Council meeting) rather than weekly.
- Communication received from a member of staff was considered and an option for the member of staff to work in an alternative location will be offered. This proposal will be trialled and reviewed in approximately three months time. The Chairman of HR will relay the decision to the member of staff following the HR meeting.
- Noted that Councillors should not work within the Town Council Office but there is space to sit within the Council Chamber.
- Both the Clerk and Deputy Clerk will be undertaking training in November 2024. Cllrs will be made aware of the dates.
- A suggestion was made that as the staff have not taken a well-being day as they had requested an offer for the Council to arrange for Christmas lunch for the staff with no return to work expected on the day of the meal.

### 5.2 To consider possible need for a third Town Operative

Discussion took place regarding the possibility of employing a part-time Town Operative Supervisor who could set work schedules and oversee works. The post would support the Town Operatives to ensure efficiency and assist with overall management.

The Chairman will be asked to make further enquiries with Diss Town Council to understand the Town Operative roles it has in place.

6. To review Staff Handbook and Policies provided by CBR to date:

The staff will be invited to take a look at the proposed amended and updated Staff Handbook and to suggest any amendments for consideration. It was noted that the policies which CBR is providing will eventually feed into the Staff Handbook.

It was suggested staff should be asked to read the policies following annual review.

CBR has provided the following policies to be ratified by the Council (points either clarified or in need of agreement noted):

- Adoption Leave & Pay Policy - agreed wording to be included “Employees are not permitted to consume alcohol during work breaks e.g. lunchtimes”
- Alcohol and Drugs Policy
- Carers Leave Policy - noted that at present compassionate leave is not included within WTC policies. CBR will be asked to recommend a policy for compassionate leave.
- Anti-Bribery Policy
- Capability Policy - decisions need to be made regarding who will be involved in each level of the procedures.
- Conduct and Behaviour Policy - who should be named rather than Senior Management Team.
- Confidentiality Policy – noted that Town Council GDPR Policies have recently been compiled by Leathes Prior.
- Corporate Manslaughter Act Statement
- Dignity at Work Policy
- E-mail and Internet Policy - noted that the Council does not currently have a ‘house style’ as referred to.
- Health & Safety Policy - wording ‘the board of’ to be replaced by ‘Town’

7. Date for next meeting: 22<sup>nd</sup> October 2024 @ 11.00am.