


Minutes of the HR Committee Meeting held at Wayland Hall on 25.11.24

Present: Stan Hebborn, Peter Bishop, Gillian Tarrant

Jane Scarrott - Clerk

10/1/25


1. Apologies for absence received from Sue Hebborn. Noted that Sue Hebborn is the reserve member of the Committee.
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 the 3rd October 2024 were accepted and signed by the Chairman
5. Update on matters raised at the meeting held on 3.20.24

Matters raised at the last meeting will be discussed within agenda items for this meeting.

5.1 General staffing

- General discussion was around the disciplinary procedure and how and when verbal or written warnings could or should be given. The Clerk was advised regarding recent staffing concerns raised and a general letter will be sent to all staff reminding them that TOIL must only be accrued if agreed in advance and time can only be taken back once agreed with the Line Manager.
- Staff will also be reminded that personal views which could be offensive to others should not be shared within the work environment. All staff have been asked to undertake ACAS online Equality, Diversity and Inclusion training and it will be stressed again that this should be completed by all before Jan 1st 2025.
- If staff members are requested to attend an occupational health assessment they will be offered appropriate assistance with transport if requested.

5.2 Town Operative Supervisor

The creation of a new post for a Town Operative Supervisor will be considered at a joint meeting of the HR and Finance Committees scheduled for 1pm on Thursday 23rd January 2025.

6. Policies provided by CBR

It was agreed that a recommendation will be made to Full Council that all policies as supplied by the HR consultants, once customised for the Town Council as necessary, should be adopted. Policies will be presented to Full Council on December 10th 2024.

It was felt the procedures regarding grievance, disciplinary or capability concerns need to be customised and should reflect that an independent person will be engaged as necessary to provide a report for the Deputy Chairman of the Council to then investigate

issues raised (This should leave the Chairman of the Council able to take part in any subsequent appeal). Following investigation, the HR Committee would make recommendation to the Full Council.

Staff will be consulted concerning the Policies at the next staff meeting (27.11.24) and given 10 days in which to make any comments or observations.

7. Date for next meeting: Staffing Meeting to be held Thursday Jan. 23rd @1pm.