

Minutes of the HR Committee Meeting held at Wayland Hall on 10.01.25

Councillors Present: Stan Hebborn, Peter Bishop, Gillian Tarrant

Staff Present: Jane Scarrott - Clerk and Michelle Thompson – Deputy Clerk



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 25th November 2024 were accepted and signed by the Chairman

5. Staffing Update

- The Clerk and Deputy Clerk have undertaken Management & Leadership training provided by Richard Wills Training Associates Ltd (RWTa). A report outlining recommendations of further support had been shared with members of the HR Committee prior to the meeting.
- It was agreed an all staff training workshop, facilitated by Richard Wills will take place as soon as possible. The cost of the workshop was included within the original commission of the training.
- The HR Committee recommends undertaking a full organisational re-structure exercise before the end of the current financial year. The Finance Committee will be approached regarding funding. The quoted cost for RWTa to deliver the re-structure is £8125 plus VAT. This will be an agenda item for the Finance/Staffing meeting scheduled for Jan. 23rd.
- It is expected that a member of staff will be off work for some time following a planned operation. To cover expected sick leave absence it is suggested TTSR will be asked to supply a worker to help with the Weds. Market set up. It is possible other work could be covered by TTSR if necessary. The Finance Committee will be asked to consider the additional expenditure.
- To support staff it was noted that 2 members of staff are being referred to Occupational Health and consideration may be given to requesting appointments for another 2.
- A request will be made to the Council to raise the monthly limit on the bank card from £1000 to £2000.