

**DRAFT Minutes of the Framlingham Town Council HR Sub-Committee.
held on Tuesday 27th April 2021 at 6.30pm**

1. Apologies:

None, all present

2. Present:

Cllr D Carter, Cllr J Jones and Cllr P Wraight (Chair)

In Attendance:

Mrs E Coe (Town Clerk/RFO)

3. Declarations of interest:

None

4. Minutes of Previous Meeting:

Cllr Wraight proposed to approve the minutes of the last meeting held on 16th March which was seconded by Cllr Carter with all in favour.

5. List of Policies to be revised:

Training and Development

Disciplinary Procedure

Grievance Procedure

Bullying and Harassment at Work (Dignity at Work)

Equality and Diversity

Health and Safety (if more than 5 employees: in writing)

Maternity, Paternity, Adoption

Redundancy

Whistle blowing/Protected Disclosure

Working Time and Time Off

Data Protection Act 2018 (1998) and General Data Protection Resolution 2018

It was noted that during the appraisal process the Deputy Town Clerk had offered to update and modernise current policies and to create new ones tailored to the Town Council, which had been agreed.

It was agreed to defer this item to the next meeting to allow Cllr Wraight and the Town Clerk to clarify the situation with the Deputy Town Clerk and to discuss the committee requirements relating to this matter, in order to progress further.

6. Revised draft Training Policy:

It was noted that the draft was exactly the same as the current agreed policy and therefore it was agreed to defer this item to the next meeting as above.

7. Evaluation of Job Descriptions:

It was noted that all current contracts stated that job descriptions could be reviewed in consultation with staff on any changes.

The staff Job Descriptions were reviewed and amendments suggested. The final drafts

would be circulated to committee members for agreement, following which Cllr Wraight and the Town Clerk would consult with staff members and report back to the next meeting.

8. SCC Pension Document:

Consultation on the amendments to the Suffolk Pension Fund Funding Strategy Statement.

The document was circulated prior to the meeting, noted and filed for reference.

9. Matters of Report or items for the next agenda:

Cllr Jones reported that he had joined the committee following the resignation of Cllr Kitching and he would continue to serve on the committee until a replacement Councillor was appointed in due course.

10. Date of next meeting:

June 2021– Date to be confirmed.