

**DRAFT Minutes of the Framlingham Town Council HR Sub-Committee.
held on Thursday 16th September 2021 at 7pm**

All documents relevant to the meeting have been circulated to Councillors

1. Election of Sub- Committee Chair:

Cllr Culemann proposed Cllr Carter which was seconded by Cllr Dean with all in favour.

2. Apologies:

None, all present

3. Present:

Cllr D Carter (Chair), Cllr J Culemann and Cllr P Dean

4. In Attendance:

Mrs E Coe (Town Clerk/RFO)

5. Declarations of interest:

None

6. Minutes of Previous Meeting:

As the sub-committee had been re-formed and two new Councillors appointed it was felt that the minutes of the previous meeting held on 27th April (circulated in draft form prior to the meeting) could not be approved as an accurate record, due to only one Councillor being present at that meeting. Therefore, the minutes would be filed in draft form.

7. HR Sub-Committee Terms of Reference:

7116921 Cllr Carter proposed to recommend approval of the amended H R Sub-Committee Terms of Reference to Full Council , which was seconded by Cllr Dean with all in favour.

8. Annual review of HR Policies:

It was agreed that the following current Polices would be reviewed by members as follows:

Training and Development Policy – Cllr Carter
Disciplinary Procedure – Cllr Carter
Grievance (Resolution) Procedure – Cllr Carter
Complaints Procedure – Cllr Carter

Health and Safety Policy and Statement – Cllr Culemann
Equal Opportunities Policy – Cllr Culemann
Equality Policy Statement – Cllr Culemann

Lone Worker Policy – Cllr Dean
Training Statement of Intent - Cllr Dean

Training Report Form – Cllr Dean
Annual Pay Policy Statement – Cllr Dean

It was agreed for the Town Clerk to circulate SALC log in information so that members could view the Model Policies available.

It was noted that the Deputy Town Clerk had agreed at his suggestion during his last appraisal in February to complete in priority order the review of existing and new policies producing a simpler version of each which would meet all the current regulations, it was anticipated this would take more than 12 months to complete. However, due to an increased workload this had not been achieved.

It was agreed defer the following list of potential policies to a later date and for the Town Clerk to check with SALC which policies are required by law.

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

9. New Policies:

Performance and Improvement Policy (SALC Model) – The Town Clerk to circulate for information

Disability Awareness Policy – The Town Clerk to source a copy for circulation.

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

- Annual Staff Appraisals - The Town Clerk would begin the process.
- Annual Review of Staff Job Descriptions, Contracts and Salaries - The Town Clerk would provide hard copies of all documents for review.
- Support to Staff

11. Date of next meeting:

Thursday 21st October at 7pm

Meeting closed at 20.13