

**Minutes of the Framlingham Town Council HR Sub-Committee.
held on Thursday 21st October 2021 at 7pm**

All documents relevant to the meeting have been circulated to Councillors

1. Apologies:

None, all present

2. Present:

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

3. In Attendance:

Mrs E Coe (Town Clerk/RFO)

4. Declarations of interest:

None

5. Minutes of Previous Meeting:

51211021 Cllr Carter proposed that the minutes of the previous meeting held on 16th September 2021 be approved with one minor amendment as an accurate record, which was seconded by Cllr Dean, with all in favour.

6.Revision of HR Policies:

6.1 Training and Development Policy – Cllr Carter

Reviewed and amended and the Town Clerk would circulate the document to members for consideration.

6.2 Disciplinary Procedure – Cllr Carter

6.3 Grievance (Resolution) Procedure – Cllr Carter

Cllr Carter proposed to consider the adoption of the NALC template policies for grievance and disciplinary matters, as included in NALC publication LTN22, in place of the current grievance and disciplinary policies which was agreed.

The Town Clerk would add the Town Council header and the documents would be circulated to members for consideration.

6.4 Complaints Procedure – Cllr Carter

Reviewed and amended and the Town Clerk would circulate the document to members for consideration.

6.5 Health and Safety Policy and Statement – Cllr Culemann

Cllr Culemann proposed that the two documents be merged which was agreed. Once completed the Town Clerk would circulate to members for consideration.

6.6 Equal Opportunities Policy – Cllr Culemann

6.7 Equality Policy Statement – Cllr Culemann

Cllr Culemann proposed that the Equal Opportunities and Equality Policies be merged which was agreed. Once completed the Town Clerk would circulate to members for consideration.

6.8 Lone Worker Policy – Cllr Dean

Reviewed and amended and the Town Clerk would circulate the document to members for consideration.

6.9 Training Statement of Intent - Cllr Dean

It was agreed to merge the Statement of Intent with the Training and Development Policy reviewed by Cllr Carter, which would be circulated to members for consideration.

6.10 Training Report Form – Cllr Dean

Reviewed and amended and the Town Clerk circulate the document to members for consideration.

6.11 Annual Pay Policy Statement – Cllr Dean

Cllr Dean agreed to further review this document and the Town Clerk would circulate to members for consideration.

There was some discussion and consideration of the details of all the above policies and a comprehensive review had been carried out.

9. New Policies to be considered:

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:

Performance and Improvement Policy (SALC Model)

Disability Awareness Policy

It was agreed to defer item 9 to a future meeting.

10. Annual Staff Appraisals:

Cllr Carter advised of the appraisal process to members and the Town Clerk confirmed that the all staff had completed their appraisal forms. The FHR Committee would confirm the appraisees and arrange a date for the Appraisal Interview.

11. Annual Review of Staff Contracts, Salaries and Job Descriptions

The Town Clerk advised of the process and produced an information pack for members which would be considered further at the next meeting.

12. Support to Staff:

Consideration was given to supporting all staff in the coming months and steps had been put in place by Councillors to address any arising issues.

13. Matters of Report or items for the next Agenda:

None

14. Date of next meeting:

Wednesday 24th November at 7pm

Meeting closed 20.56