

**Minutes of the Framlingham Town Council HR Sub-Committee.
held on Thursday 24th November 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 21st October 2021 be approved as an accurate record, which was seconded by Cllr Dean with all in favour.

6 Annual review and revision of HR Policies:

6.1 Training and Development Policy:

Revisions agreed and the document would be forwarded to the FHR Committee for recommendation to Full Council for approval.

6.2 Disciplinary Procedure (NALC Model)

New policy agreed and the document would be forwarded to the FHR Committee for recommendation to Full Council for approval.

6.3 Grievance Procedure (NALC Model):

New policy agreed and the document would be forwarded to the FHR Committee for recommendation to Full Council for approval.

6.4 Complaints Procedure:

Revisions agreed and the document would be forwarded to the FHR Committee for recommendation to Full Council for approval.

6.5 Health and Safety Policy and Statement:

Revisions agreed and the document would be forwarded to the FHR Committee for recommendation to Full Council for approval.

6.6 Equal Opportunities Policy:

6.7 Equality Policy Statement:

New policy incorporating both 6.6 and 6.7 as Equality Policy agreed and the document

would be forwarded to the FHR Committee for recommendation to Full Council for approval.

6.8 Lone Worker Policy:

Revisions agreed and the document would be forwarded to the FHR Committee for recommendation to Full Council for approval.

6.9 Training Statement of Intent:

Incorporated into the Training and Development Policy

6.10 Training Report Form:

Revisions agreed and the document would be forwarded to the FHR Committee for recommendation to Full Council for approval.

6.11 Annual Pay Policy Statement:

Revisions agreed and the document would be forwarded to the FHR Committee for recommendation to Full Council for approval.

It was agreed to recommend the reviewed, revised and new HR policies to the next meeting of the FHR Committee for consideration prior to recommending approval to Full Council.

7. Annual Staff Appraisals:

It was noted that the appraisal interviews would take place on Monday 29th November.

8. Annual Review of Staff Contracts, Salaries and Job Descriptions:

The Staff contracts were reviewed and it was agreed that no changes were required.

The Job Descriptions and Salaries would be reviewed at the next meeting following the annual appraisals.

9. Support to Staff:

It was agreed to recommend approval to the FHR Committee the purchase of Speechy Pro at £6.99 per month plus a battery pack. The Town Clerk had asked the IT Contractor for advice on both these products and would report to FHR.

It was agreed for the Town Clerk to research other councils procedure for the Public comment part of Town Council meetings.

Further discussion on how to support staff took place and would be considered further during the appraisals.

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

Next Agenda :

Appraisals

Job Descriptions and Salaries

11 Date of next meeting: January TBC - Meeting closed 20.57