

# Framlingham Town Council

TOWN COUNCIL CHAIR  
**Cllr Clive Eastwood**

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**17<sup>th</sup> November 2021**

**MEMBERS OF THE HR SUB-COMMITTEE:**  
**Cllr D Carter (Chair), Cllr J Culemann and Cllr P Dean**

You are hereby summoned to attend a Meeting of the:  
**HR Sub-Committee**

To be held on:

**Wednesday 24<sup>th</sup> November at:7pm**  
**The Town Council Meeting Room – 10c Church Street**  
For the transaction of the business on this Agenda.

## **Public Attendance:**

Members of the public and press are excluded by virtue of the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential nature of the business to be transacted disclosure of which would breach the obligations of the Town Council under the Data Protection Act 1998 or be confidential

Yours Faithfully,

Eileen A Coe (Town Clerk/RFO)

**AGENDA**  
**Framlingham Town Council**  
**HR Sub-Committee**  
**to be held on Wednesday 24<sup>th</sup> November**  
**at 7pm**

**All documents relevant to the meeting have been circulated to Councillors**

**1. Apologies:**

To receive and accept apologies for absence

**2. Present:**

**3. In attendance:**

Mrs Eileen A Coe (Town Clerk/RFO)

**4. Declarations of interest:**

**5. Minutes of the previous meeting:**

To approve the minutes of the previous meeting held on 21<sup>st</sup> October 2021 as an accurate record

**6. Revision of HR Policies:**

6.1 Training and Development Policy – Cllr Carter

6.2 Disciplinary Procedure (NALC Model) – Cllr Carter

6.3 Grievance (Resolution) (NALC Model) Procedure – Cllr Carter

6.4 Complaints Procedure – Cllr Carter

6.5 Health and Safety Policy and Statement – Cllr Culemann

6.6 Equal Opportunities Policy – Cllr Culemann

6.7 Equality Policy Statement – Cllr Culemann

6.8 Lone Worker Policy – Cllr Dean

6.9 Training Statement of Intent - Cllr Dean

6.10 Training Report Form – Cllr Dean

6.11 Annual Pay Policy Statement – Cllr Dean

**7. Annual Staff Appraisals**

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

**9. Support to Staff:**

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

**11 Date of next meeting:**