

Framlingham Town Council

TOWN COUNCIL CHAIR
Cllr Clive Eastwood

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TOWN CLERK
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DEPUTY TOWN CLERK

James Overbury
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14th October 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:

**Thursday 21st October at:
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 Thursday 21st October
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 16th September 2021 as an accurate record

6. Revision of HR Policies:

6.1 Training and Development Policy – Cllr Carter

6.2 Disciplinary Procedure – Cllr Carter

6.3 Grievance (Resolution) Procedure – Cllr Carter

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

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 Culemann

6.9 Training Statement of Intent - Cllr Dean

6.10 Training Report Form – Cllr Dean

6.11 Annual Pay Policy Statement – Cllr Dean

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

10. Annual Staff Appraisals

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

12. Support to Staff:

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

14. Date of next meeting:

TBC