

**Minutes of the Framlingham Town Council Human Resources
Sub Committee.**

held at 6:30pm Tuesday 16th March 2021

1. Apologies

None

2. Present

Cllrs Carter, Kitching and Wraight

In Attendance: Mrs E Coe (Town Clerk/RFO) Mr James Overbury (Deputy Clerk)

3. Declarations of interest

None

4. Election of Chair

Cllr Carter proposed Cllr Wraight which was seconded by Cllr Kitching with all in favour

5. Public Comment

None

6. Terms of reference

Cllr Wraight thanked Cllr Carter for his draft terms of reference which he had circulated prior to the meeting. This was discussed and a number of additional points were suggested. It was agreed that Cllr Wraight would forward the additional points to the Deputy Clerk to be amalgamated into the document and then to be circulated before being recommended at the next Finance meeting.

7. Review of HR policies

It was agreed that the DTC would present a list of policies to be created/revised, suggest an order of priority and submit any that have been revised at the next meeting.

8. Town Council pay structure

It was agreed to discuss the document Cllr Wraight had circulated prior to the meeting and for a slightly amended document to be circulated prior to being recommended at the next Finance Committee.

9. Matters of report or items for next agenda

For next Agenda:

- List of policies to be created/revised in priority order.
- Evaluation of all Job descriptions.

The meeting concluded at 7.49 pm.

10. Date of next meeting

Tuesday 27th April at 6:30pm