



Minutes of a Meeting of the Human Resources Committee
Held on Monday 10th August 2020 at 7:00pm via Zoom

Attendance:

Councillor C O'Neill (Chairman)

Councillor A Drummond

Councillor R Hood

Councillor P Hulbert

Councillor M Jefferys

Councillor K Yarrow

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker - RFO, Julie Ashton – Minute Assistant and 2 Members of the Public.

Minute		Action by
H/20/08/1	<u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND TO ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> The Chairman opened the meeting and announced that proceedings were being recorded. All participants would be muted and would be unmuted when the Chairman invited individuals to speak. There were no other requests to record the meeting.	
H/20/08/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Bowen, Caesar and Kerby.	
H/20/08/3	<u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> None noted.	
H/20/08/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 13TH JULY 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 13th July 2020 and the following was agreed: <u>H/20/08/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 13th July 2020 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting. There were no matters arising.	
H/20/08/5	<u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE</u>	

**THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE
MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS
TO BE BROUGHT TO THEIR ATTENTION**

Two residents spoke to item 9 one in favour and the other was opposed to revised Term & Conditions for staff.

**H/20/08/6 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN
RESOURCES**

The HR accounts for July 2020 were received and noted.

H/20/08/7 HELPLINE COVER

The Town Clerk advised that the system had now been changed to a voice mail service and there was no further need for call handlers. The Helpline message would have options to point people with urgent requests, to alternative support resources.

H/20/08/8 MEMBER/ OFFICER PROTOCOL

At the last meeting the Town Clerk had been tasked with comparing existing and proposed policy with that of West Suffolk. As a number of differences were noted, it was agreed to defer this item to the next meeting.

H/20/08/9 TERMS & CONDITIONS OF EMPLOYMENT

The report on the Sickness Absence Scheme and Policy were considered and a recorded vote was requested.

Votes for: Cllrs Jefferys, O'Neill and Yarrow

Votes against: Cllrs Drummond, Hood and Hulbert

With the vote being tied, the Chairman used his casting vote for and the motion was carried. The following was agreed:

H/20/08/9.01 Recommendation

That the National Joint Council Staff Sickness Scheme be adopted. That the Sickness Absence Policy be approved and implemented. That a variation of contract letter be sent to employees.

The report on the level of contributions to the Staff Pension Scheme was considered and a recorded vote was requested.

Votes for: Cllrs Jefferys, O'Neill and Yarrow

Votes against: Cllrs Drummond, Hood and Hulbert

With the vote being tied, the Chairman used his casting vote for and the motion was carried. The following was agreed:

H/20/08/9.02 Recommendation

That the contributions to the Staff Pension Scheme be increased to 10% and be reviewed in six months' time. That employees be made aware of the option to make additional payments to their pension pots.

H/20/08/10 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

H/20/08/10.01 Resolved

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

The public and Minute Assistant left the meeting

H/20/08/11 * NATIONAL JOINT COUNCIL SCALES *****

The report on NJC Salary Scales was considered and a recorded vote was requested.

Votes for: Cllrs Jefferys, O'Neill and Yarrow

Votes against: Cllrs Drummond, Hood and Hulbert

With the vote being tied, the Chairman used his casting vote for and the motion was carried. The following was agreed:

H/20/08/11.01 Recommendation

That Town Council staff salaries be aligned with NJC Salary Scales. To introduce progression through the defined pay scales annually at 1st April (unless identified as inappropriate through an Appraisal scheme). That formation of an Appraisal Policy Working Group be added as an agenda item at the next meeting

H/20/08/12 *STAFF UPDATE*****

Town Clerk advised that the probation period for the Caretaker had been completed and the following was agreed:

H/20/08/12.01 Recommendation

That following successful completion of the probation period, the Caretaker be offered a permanent position.

H/20/08/13 *TO CONSIDER REQUESTS FOR STAFF TRAINING*****

The requests for staff training were considered and the following was agreed:

H/20/08/12.01 Recommendation

That the requests for staff training be approved and that costings be presented to Town Council Meeting.

H/20/08/14 DATE OF NEXT MEETING

Monday 14th September 2020 via Zoom.

H/20/08/15 ITEMS FOR INCLUSION ON NEXT AGENDA

- Appraisal Scheme Working Group
- Member - Officer Protocol

- Caretaker – Job Description
- Introduction to Local Council Administration (ILCA) course

Meeting closed at 19:55 pm

Signed: By the Chairman

Date: 14/09/2020