



**MINUTES OF THE HR COMMITTEE MEETING HELD IN THE MOOT HALL
ON TUESDAY 28TH MAY 2024 AT 10.00AM**

Present: Cllr Fox (Chair), Cllr Jones, Cllr Haworth-Culf & Cllr Webster

In attendance: Town Clerk (TC)

Public Forum (15 minutes)

There were no members of the public in attendance.

HR1. Apologies

There were no apologies.

HR2. Declarations of interest

No members made any declarations of interests in relation to items on the agenda.

HR3. To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

It was agreed to exclude the Public and Press from the remainder of the meeting because of the confidential information being discussed.

HR4. To discuss anticipated staffing needs for the next 12 months.

The Town Clerk updated Councillors on structures and roles within other similar sized councils locally. A discussion was had about potential future roles, but no recommendations were made at this stage.

ACTION: Town Clerk to obtain pay scales adopted by the various councils she had contacted and to update the HR Committee accordingly.

HR5. To discuss policies to be adopted by Full Council on the recommendation of the Town Clerk.

The Town Clerk had previously distributed the following policies:

- Anti-Harassment and Bullying Policy
- Complaints Procedure
- Co-Option of Councillors Policy
- Persistent & Vexatious Complaints Policy
- Whistleblowing Policy

The above policies were discussed, and it was agreed that they should be put forward to Full Council for approval at the June meeting, subject to the following clause being added to the end of each policy:

Aldeburgh Town Council reserves the right to alter the policy and/or procedure should the circumstances require it, to enable the Council to be flexible and responsive at the time.

ACTION: Town Clerk to update the policies with the above statement and to bring to Full Council in June.

The Town Clerk had also provided copies of the Thurston Parish Council Employee Disciplinary and Grievance Procedures. These were discussed and it was agreed to put them forward to Full Council in June for approval.

ACTION: Town Clerk to update and personalize the two policies so that they referred to Aldeburgh Town Council and the appropriate reporting lines.

The Town Clerk mentioned that there were other policies that the Council should consider adopting such as:

- Capability Policy
- CCTV at Work Policy
- IT and Communication Policy

ACTION: Town Clerk to research the above policies and any others and to bring to the HR Committee in due course.

HR6. Closure

The meeting closed at 10.47am