

**Minutes of the Human Resources Committee Meeting of the Town Council on
Monday 17th March 2025 at 6.00pm**

Present

St Michael's Ward

Cllr McCollum

St Paul's Ward

Cllr S Sexton

Cllr Pearsall

In attendance

Town Clerk

- 24/22/HR Apologies for absence**
Apologies were received from Cllr Wakefield
- 24/23/HR Declarations of Interests**
None
- 24/24/HR Dispensations**
None
- 24/25/HR Public Question Time for items on the agenda**
There were no public questions.
- 24/26/HR Minutes of the HR Committee held on 25th November 2024**
Committee RESOLVED to approve for accuracy the minutes of the
HR Committee Meeting held on 25th November 2024.
Proposed by Cllr Pearsall and seconded by Cllr S Sexton
For: 3, Against 0, Abstention, 0
- 24/27/HR Human Resources Policies**
Committee Recommends the Absence Management Policy,
Bullying and Harassment Policy, Capability Procedure, Disciplinary
Procedure, Grievance Policy and Leave Policy to Annual Full
Council May 2025.
Proposed by Cllr Pearsall and seconded by Cllr S Sexton
For: 3, Against 0, Abstention, 0

With regards to the Staff Appraisal Policy (part 4 – Introduction) and Standing Orders 19c there is a discrepancy; Policy states Town Clerk's Appraisal is by the Mayor and a second Councillor, if decided by Full Council and Standing Orders state that the Town Clerk Appraisal is by Chairman of HR Committee or in his absence (upon Resolution) the vice-Chairman of HR Committee.

Committee RESOLVED that the Staff Appraisal Policy and/or Standing Orders be revised to:

- **Include that the Town Clerk's Appraisal be undertaken by the Council Chairman and Chairman of HR Committee and, if that is the same person, then another Councillor from the HR Committee.**
- **include for 360 feedback on the Appraisee.**
- **continue to include that the Town Clerk Appraisal be reported to HR Committee for approval; and**
- **include that the Council Chairman report to Full Council that the Town Clerks Appraisal has been completed.**

Proposed by Cllr S Sexton and seconded by Cllr Pearsall

For: 3, Against 0, Abstention, 0

24/28/HR

Exempt Business

Members RESOLVED to take the following items into exempt business.

Proposed by Cllr Pearsall and seconded by Cllr S Sexton

For: 3, Against 0, Abstention, 0

The Town Clerk left the meeting at 6:45pm.

24/29/HR

Clerk's Appraisal

Committee was asked to approve the Town Clerk's Appraisal as required by Standing Orders. Committee did not make Resolution/s regarding the Clerk's Appraisal. Cllr McCollum will provide feedback to the Town Clerk.

24/30/HR

To close the meeting

The meeting was closed at 7:30pm.