

Minutes of a meeting of the HR and Policy Review Committee held online on Friday, 14 August 2020 at 7pm

Present: Cllrs R Bofinger, B Browne, J Goold, D Grindell, E Kearney (Chair), T Hallam, R MacRae and T Needham.

In attendance: S Doherty (Town Clerk)

HR2020/01 APOLOGIES FOR ABSENCE

None.

HR2020/02 ELECTION OF CHAIR

RESOLVED: That Cllr E Kearney be elected Chair of the Committee for 2020-21.

HR2020/03 ELECTION OF DEPUTY CHAIR

RESOLVED: That Cllr J Goold be elected Deputy Chair of the Committee for 2020-21.

HR2020/04 SUBSTITUTIONS

None.

HR2020/05 DECLARATIONS OF INTEREST

Cllr J Goold declared a personal interest as a Broxtowe Borough Councillor.

HR2020/06 MINUTES

RESOLVED: That the minutes of the meeting held on 4 December 2019 be confirmed and signed as a correct record.

HR2020/07 TO CONSIDER AND RECOMMEND TO COUNCIL THE FOLLOWING DRAFT POLICIES

- a) Anti-bullying and Harassment
RECOMMENDED: subject to inclusion of 'maternity status' that this policy be approved by Council.
- b) Equality and Diversity
RECOMMENDED: subject to the option for mandatory training being included and exclusion of monitoring, that Council approve the policy.

- c) Annual Leave
RECOMMENDED: That Council approve the policy.
- d) Emergency Dependents Leave
RECOMMENDED: That Council approve the policy.
- e) Expenses
RECOMMENDED: That Council approve the policy with the exclusion of the requirement to pay back training costs provided that this policy is reviewed in 6 months time.
- f) Flexible Working
RECOMMENDED: That Council approve the policy.
- g) Lone Working
RECOMMENDED: That Council approve the policy.
- h) Maternity Leave and Pay
RECOMMENDED: That the Council approve the policy subject to a review in 6 months time to address issues of gender neutrality to ensure that the policy is fully inclusive.
- i) Paternity Leave and Pay
RECOMMENDED: That the Council approve the policy subject to a review in 6 months' time to address issues of gender neutrality to ensure that the policy is fully inclusive.
- j) Performance Improvement Policy and Procedure
RESOLVED: That this policy be deferred to a future meeting to ensure that the informal stages can be improved.
- k) Sickness Absence
RECOMMENDED: That Council approve the policy with a review to be carried out in October to address identified issues with the persistent short-term process.
- l) Training and Development
RECOMMENDED: That Council approve the policy with the exclusion of the requirement to pay back training costs provided that this policy is reviewed in 6 months' time.

m) Whistleblowing

RECOMMENDED: That Council approve the policy.

n) Social Media

RESOLVED: That this item be deferred to the October meeting for further work.

HR2020/08 APPOINTMENT OF LINE MANAGEMENT SUB-COMMITTEE

The purpose of this group was to provide the line management function to the Town Clerk eg holiday approval, appraisals.

RESOLVED: That the Leader, Chari of HR and Policy Review Committee and Cllr T Hallam be appointed to the Line Management Sub-Committee.

HR2020/09 EXCLUSION OF PRESS AND PUBLIC - PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED: *That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

HR2020/10 STAFFING MATTERS

a) Security issues

Cllrs discussed the recent security issues where it appeared that unauthorised access was being gained to the Council building. Police advice had been sought on the latest incident.

RESOLVED: That the Finance and General Purposes Committee be asked to look at improvements to the CCTV system and options for changing the locks to include an RFID system for the internal front porch door.

b) Vacant post

Cllrs discussed the options for the vacant post and the proposal to convert it to a Town Ranger role. An example job description used by another Town Council was shown. Cllrs were advised that the role would not be to take over that services provided by the Borough and County Councils but to enhance the work that they did. It would be a trial in the first instance and potentially the hours could be increased in the future. The hours would be annualised to ensure that enough time was available in the summer months

where most of the work would be required. It would also cover small jobs on the allotments.

RECOMMENDED: That Council change the vacant caretaker post to a Town Ranger post, the job description to be drafted by the Town Clerk for approval.

c) Long term staffing requirements

The Clerk introduced some of the roles that had been talked about over the year and would be required if the Council wanted to grow to accomplish more things in the community. Cllrs were clear that any growth should be phased.

RESOLVED: That a special meeting be called to focus on future staffing requirements.

d) Breach of procedure

The Leader informed the Committee that she had received a letter from a member of staff setting out concerns that a breach in the grievances process had left them feeling very uncomfortable in their role. Whilst no further action was to be taken at this time, it was pertinent that Councillors were aware that an issue had occurred.

HR2020/11 DATE OF NEXT ORDINARY MEETING – 23 October 2020

The meeting terminated at 10:08pm.

Signed: _____ (Presiding Chair)