

**Minutes of the Framlingham Town Council HR Sub-Committee.
held on Thursday 23rd June at 10.00am**

All documents relevant to the meeting have been circulated to Councillors

1. Election of Chair:

1123622 Cllr Culemann proposed Cllr Dean which was seconded by Cllr Jones with all in favour.

2. Apologies:

None. Cllr Benbow was not present.

Present:

Cllr Culemann, Cllr Dean (Chair), Cllr Jones and Cllr C Eastwood (Town Council Chair)

3. In attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

4. Declarations of interest:

None.

5. Minutes of the previous meeting:

5123622 Cllr Dean proposed that the minutes of the previous meeting held on 5th May be approved as an accurate record, which was seconded by Cllr Jones with all in favour.

Cllr Dean signed the Minutes.

7. Support to Staff:

Cllr Eastwood commented on the recent increased volume of emails from residents with questions and queries and the amount of time this was taking up and the timescale for responses and there followed some discussion.

The Town Clerk noted that she and the Deputy Clerk strived to answer within a reasonable timescale depending on other priorities and workload, however this was often delayed when consultation with Councillors was required.

Cllr Eastwood felt that questions from residents should not be responded to immediately and there followed some discussion on this point as the Town Clerk disagreed.

It was agreed that the Clerk/Deputy Clerk would acknowledge and respond to questions and queries as appropriate. However, for more complex questions and queries consultation would be carried out with the Town Council Chair or Chair of the relevant Committee before providing a response.

It was suggested that questions raised during Public Comment should be answered if possible by the discretion of the Chair, or if more complex be requested to be submitted in writing.

It was agreed that comments from members of the public relating to staff would be challenged and the Complaints Procedure activated.

Cllr Eastwood left the meeting at this point.

6. Disability Support for Staff and Councillors:

The Town Clerk/RFO noted that the new sound system was helpful at Full Council meetings. Public comment at committee meetings was still an issue but members of the public had been helpful in providing written notes of comments and questions.

There followed discussion on possible support required for Councillors and it was agreed that Councillors needing any support should contact the Town Clerk in the first instance.

8. Succession Planning:

8.1 Staffing Structure:

There was some discussion and it was agreed to obtain advice from SALC on the requirements for advertising job vacancies.

Potential structural changes and positions for Town Clerk, RFO, DTC and two part time Office/Admin Assistants for the future were considered.

It was agreed to invite the DTC to attend the next meeting to discuss the succession planning process.

8.2 Key responsibilities for the RFO:

There was some discussion on the role of Town Clerk and Responsible Financial Officer and whether to split the roles or keep as one.

No recommendations or decisions were made and this item would be considered further at the next meeting.

9. Correspondence:

None.

10. Matters of Report or items for the next Agenda:

The Town Clerk reported that the Deputy Town Clerk would be attending the First Aid at Work re-qualification on 13th September.

It was noted that Cllr Bennett was not able to attend the First Aid Training due to work commitments

Matter of Report – Full Council – Appoint a Councillor to undertake First Aid Training.

11. Date of next meeting:

Monday 1st August at 10.30am

Meeting closed at 12.24