

**Minutes of the Framlingham Town Council HR Sub-Committee.  
held on Monday 1<sup>st</sup> August at 10.03am**

All documents relevant to the meeting have been circulated to Councillors

**1. Apologies:**

Apologies were received and accepted from Cllr Benbow

**2. Present:**

Cllr J Culemann, Cllr P Dean (Chair) and Cllr John Jones

**3. In attendance:**

Mrs Eileen A Coe (Town Clerk/RFO)

**4. Declarations of interest:**

**5. Minutes of the previous meeting:**

**5123622 Cllr Dean proposed** that the minutes of the previous meeting held on 23<sup>rd</sup> June be approved as an accurate record, which was seconded by Cllr Jones and with one abstention all were in favour.

Cllr Dean signed the file copy of the Minutes.

**6. Support to Staff:**

No business.

**7. Succession Planning:**

7.1 Staffing Structure and response from SALC re advertising vacancies

SALC has advised that ACAS advises that there is no legal requirement to advertise a post. It is quite legitimate to promote from within. However, members agreed it would be good practice to advertise any vacancies

Options to recognise the future needs of the Town Council were considered. It was agreed that a Full time Clerk/RFO, part time Deputy Town Clerk and two part time admin assistants was the best option to achieve the Town Council's long term objectives.

The next step would be to produce a document for consideration by FHR Committee and agreement by all parties in October 2023 in preparation for the 2024/2025 Budget.

**8. Correspondence:**

None.

**9. Matters of Report or items for the next Agenda:**

Annual Review of Risk Assessments:

Town Council Office - Cllr Jones

Town Council Meeting Room – Cllr Culemann

Lone Working – Cllr Dean

Appraisals

**10. Date of next meeting:**

Monday 5<sup>th</sup> September 10am

Meeting closed at 11.03