

**Draft Minutes of the  
Framlingham Town Council  
HR Sub Committee**

**09:30 Monday 27<sup>th</sup> February 2023 in the Town Council meeting room.**

**HRSUB-2023-02-27 1 Cllr Dean proposed** to pass a resolution to exclude the press and public will be passed by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) for this meeting because of the confidential nature of the business to be transacted, which was seconded by Cllr Benbow with all in favour.

**1. Apologies:**

None.

**2. Present:**

Cllrs Dean (Chair), Eastwood, Benbow and Culemann.

**3. In attendance:**

James Overbury Town Clerk

**4. minutes of the Previous meeting:**

**HRSUB-2023-02-27 2 Cllr Dean proposed** that the minutes of the previous meeting be agreed as a true record, which was seconded by Cllr Eastwood, and with one abstention due to absence, all were in favour.

**5. New Staff**

4.1 Pension updates

The Clerk reported that the Deputy Clerk had joined the scheme and the RFO was due to.

4.2 Induction progress

The Clerk reported that this was continuing well. It was agreed to keep the issue of the split of Town Clerk/RFO roles on the agenda.

**6. Town Clerk Report**

5.1 Holidays

The Clerk reported on the new way staff were monitoring holiday usage and availability. The issue of the Clerk having to cancel two periods of planned annual leave (after the Sovereign died in September, and following the previous Clerk's resignation) was discussed. Options and solutions were discussed, and it was agreed to refer this to the FHR committee.

The Clerk agreed to look to book a week's holiday in March 2023.

5.2 Support for staff

It was agreed that the Clerk look to see what 'Resilience' training was available for staff and Councillors.

It was agreed to place the issue to the Town Council signing the Civility and Respect Agenda on the FHR committee.

It was agreed that the Clerk would send Cllrs Benbow and Dean a copy of the Complaints Policy and procedure. It was agreed that the Clerk ask the Monitoring Officer if Councillors could liaise directly with him over a review of the complaints policy and procedure.

### 5.3 Support for Councillors

Issues of support to Councillors was covered in the above agenda item.

### 5.4 training report.

The Clerk reported on various training session staff had attended.

### 5.5 IT support and other office matters

It was noted that this was to be put to the FHR Committee in March. The Clerk reported that there remained a number of difficulties with the current IT system.

## **6. Risk Assessments:**

The Clerk would ask staff to conduct display screen assessment at their work stations.

Cllr Benbow agreed to conduct a work space self inspection assessment and review the office risk assessment and lone working risk assessment.

## **7. Matters of report**

None

## **8. Items for next meeting**

- Complaint policy and procedure
- Risk assessments
- Separation of RFO/Town Clerk Roles.

## **9. Date of next meeting.**

Monday 27<sup>th</sup> March 2023

The meeting concluded at 10:52am