MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD AT THE TOWN HALL ON THURSDAY 27th NOVEMBER AT 10.30AM

PRESENT:

Kay Montandon (Chair), David Anderson, Cheryl Bould, Mary Evans, Mitchell Philpott

Also in attendance: Faye LeBon (Town Clerk).

1. **To Receive Apologies for Absence**
   Apologies were received Trevor Bennett.

2. **To Receive any Declarations of Interest or Requests for Dispensation**
   None raised.

3. **To Agree Minutes from the Meeting of 20th October 2025**
   The draft minutes had been previously circulated. These were ***agreed*** by the committee and signed by the Chairman as a true and accurate record of the meeting.

4. **To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak**
   No matters raised.

5. **Update on Programme of Review of Staffing Polices and Staff Handbook, and Review of Selected Policies**
   Mitchell Philpott reported that he had been in contact with the Town Council's HR contractor with regards to updates to the core policies, focussing on GDPR and version control. The core policies are due to be reviewed by the contractor in December and the Town Council updated with any changes. It was ***agreed*** to review the policies in their current form, and then review again when any updates are received.
   It was ***agreed*** to ask Full Council to review the Scheme of Delegation to bring it in line with the Terms of Reference of the committee.

   The following draft policies were circulated for review:

   Menopause Policy. This was ***agreed*** as circulated subject to amendment of section 4.2 to amend the wording of 'bad attitude' to 'negative professional demeanour'.
   Performance Improvement Policy. This was ***agreed*** subject to clarification that the

'we' referred to in the policy refers to the Town Council as the employer.
Grievance Policy. This was ***agreed*** subject to an addition of an alternative contact to send in a written grievance as detailed in section 4.1.
Whistleblowing Policy. This was ***agreed*** subject to the correct contact details being placed in sections 4.5, 5.2 and 10.
Disciplinary Policy. This was ***agreed*** subject to the word 'company' being replaced with 'contractual' in section 11.1.
Appraisal Policy. Discussions occurred as to the merits of 360 feedback for appraisals. The policy was ***agreed*** subject to reference being made to the Town Council keeping the method of appraisal under review.
Training and Development Policy. This was ***agreed*** as circulated.

The next policies for review were ***agreed***.

6. To Consider Merits of Increased use of HR Software

Further to initial research by Mitchell Philpott, Talent HR has been installed. Further time must be spent by the Clerk reviewing it, but it seems a reasonable system to use to help manage holiday / sickness etc. Further time must be spent looking at how well it works for part time employees and pro rata holidays etc.

7. To Agree Date and Time of Clerk's Probation Review

It was ***agreed*** that the Clerk's probation review and appraisal should be on Friday 5th December at 9.30am and will be conducted by Kay Montandon and Cheryl Bould.

8. Exclusion of the Press and Public

It was ***agreed*** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for items 9 to 12, in view of the confidential nature of the business to be transacted.

The meeting was closed to the press and public

9. To Receive Feedback on Communication with Staff About Christmas Arrangements.

Kay Montandon provided a verbal report. It was ***agreed*** that the Clerk would place the adoption of a councillor/officer protocol on the next committee agenda.

10. To Consider Staffing Budget for 2026/2027

It was confirmed that the employer pension contributions had been agreed by the Norfolk Pension Fund as 19.5%, a reduction from 22.5% due to the fund being in good order.
The Clerk will look at business cases for amendments to the budget and present these at the next committee meeting.

11. To Receive Staff Appraisals

All staff appraisals were reviewed and action points agreed. The Clerk was thanked for conducting these.

12. To Receive Update on Confidential Staffing Matter

A decision was made by the committee, which will be taken to council on 3rd December for ratification.

The meeting was reopened to the press and public

13. To Note Items for Information and Inclusion in a Future Agenda

Adoption of HR Policies
HR Software
Staffing Budget 2026/2027 and associated business cases
Councillor/Officer protocol

14. Date of Next Meeting

The next meeting will be Friday 19th December at 10am.

There being no further business to conduct the meeting was closed at 1.25pm