



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE DRILL HALL ON WEDNESDAY 9th SEPTEMBER 2026 AT 11.15am

PRESENT:

Kay Montandon (Chair)
Mitchell Philpott

Trevor Bennett

Mary Evans

Also in attendance: Faye LeBon (Town Clerk)

1. To Receive Apologies for Absence

Apologies were received from David Anderson, Catherine Fletcher, Michael Goodwin and Patrick Prekopp.

2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

3. To Agree Minutes from the Meeting of 10th August 2026

The minutes of the meeting of 10th August 2026 were ***agreed*** by the committee and signed as a true and accurate record by the Chair.

4. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

5. To Receive Summary on Changes to Employment Law

A summary of employment changes provided to the council from CHRGS has been circulated to committee members. These were ***noted***.

6. To Consider Updates to Existing Staff Policies

a) Recruitment Policy

The updated Recruitment Policy was presented to members, being updated to reflect references to AI and the council's adoption of the Armed Forces Covenant. The updated policy was ***accepted***.

b) Wellbeing Policy

The updated Wellbeing Policy was presented to members, being updated to reflect references to bully and harassment. The updated policy was ***accepted***. The Clerk will put the DAS advice line on the Intranet and staff noticeboard.

c) Whistleblowing Policy

The updated Whistleblowing Policy was presented to members, being updated to reflect that a Councillor who mistreats an employee for whistleblowing could face a

case under the code of conduct or possible civil action. Subject to correction of a typographical error, this update was **accepted**.

d) Computers, Internet and Email Policy

The updated Computers, Internet and Email Policy was presented to members, updated to reflect the use of smart wearable technology. Subject to amendments to section 9 this update was **accepted**.

7. To Consider Adoption of the Following Policies

a) Employment Data Protection Policy

The draft Employment Data Protection Policy had been circulated to members. Subject to the inclusion of phones to be classed as recordable devices and the clauses for which wearable smart devices to be removed. The policy was **agreed**.

b) Social Media Policy

It was **agreed** that further work was required on this policy. There needed to be clarification on:

- Personal use of social media and council reputation
- Reacting to social media about the Town Council
- Posting on behalf of the Town Council

Mitchell Philpott will assist with consultation with staff so the policy can be created with their inclusion. Also to be included are Grizelda Tyler and Pat Prekopp when posting on behalf of ACE, as a working group of the council.

8. To Receive Update on Lone Working Security Devices

The Clerk reported that the free trial device was being delivered to the office later that day. A report will be given to full council on the results of the trial and the devices suitability for Aylsham Town Council lone working staff.

9. To Consider Request for Regular Placement

The Clerk shared a request for a regular college placement. The Clerk is to follow up with City College as to whether:

- There is a syllabus
- There is an opportunity for interview
- Data entry would be acceptable.

The Clerk will forward this information to Mary Evans for review. The Clerk will also consult with the staff.

It was **agreed** that once the Clerk has this information that they be delegated to make the decision on whether a placement can be accommodated.

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

Staffing Budget

Feedback on Social Media Policy.

11. To Agree Date and Time of Next Meeting

It was **agreed** that this should be 19th October at 2pm in the Drill Hall

There being no further business to conduct the meeting was closed at 12.45am

Signed_____

Date_____