



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_____

DRAFT

Aylsham Town Council - Staffing Committee Meeting

19th October 2026

5. To Receive Feedback on Lone Working Technology ()

On 5th August the Town Council agreed to set up a lone worker device programme, 5 devices at a cost £330.93 upfront and £79.90 per month for a period of 3 years. This was subject to a 7 day trial of a device.

Unfortunately, the company in question was unable to offer a trial of the device that best suited the council, so an alternative supplier was sought. An alternative supplier was able to offer two devices that would suit the Town Council, and one of these was tested on a 30 day trial.

Both devices offer:

- Red Alert – 24/7 emergency alarm
- Check-In – Voice messages left by the user, which are only accessed in the event of concern for the user
- Incapacitation Alert – an alert that registers slip, trips or falls.
- Ready2Talk – A ‘chaperone’ for the user in case of an uncertain situation
- Monitoring Timer – a timer when entering a low signal area
- Working Status – allows users to specify when they are on shift

The difference between the two devices is that the cheaper ‘mini’ device operates over a 4g signal (it uses whatever network is the stronger) and a ‘touch’ device can also operate on wi-fi, which would be essential for use in the Drill Hall and in parts of the Town Hall where 4g signal is very limited.



A Touch device was trialled with success, albeit with some getting used to (eg: when travelling in the van it registered inactivity).

These devices also come in cheaper than the original supplier (which was based on £15.98 per month per device over a 3 year contract). These devices, over a comparable contract term are:

Mini	£10 per month
Touch	£13.50 per month

It is therefore recommended that the following devices are agreed to:

1no. Touch device for the Cleaner as they are often out of 4g signal area

2no. Touch devices for the two facilities team

1no. Mini device for the groundsman

1no. Mini device to be shared between the Public Convenience cleaners (as they are never on shift together).

1no. Mini device for the Maintenance Manger

1no. Mini device to be kept in the officer for isolated incidents of lone working eg: events Manager meeting with prospective hirers

Total Cost £80.50 per month.

Whilst this is 60p per month more than the alternative supplier, there are now 7 devices as opposed to 5. There is also no upfront cost from the alternative supplier.

6. To Receive Information on Upcoming Active Workplace Funding

On 13th October the Clerk attended a Place Making seminar run by Sport England and Active Norfolk.

Information about inactivity was in the population was discussed and how Sport England are changing the way they are trying to increase the level of activity amongst demographics.

There will be small pots of money available for localised initiatives for items such as upskilling, community engagement and leadership development in relation to increasing activity. There will also be a workforce development fund to increase activity in the workplace.

7. To Receive Feedback on Social Media Policy

To defer as consultation is yet to take place.