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**Northam Town Council – Minutes of the Human Resources committee meeting held 26th February 2025 at 3.45pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach, Edwards, Himan, Hodson (Chair), Leather and Tait.

In attendance: Guy Langton – Town Clerk.

**2502/628 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

Cllr Whittaker tendered her apologies, the reason for which was approved.

**2502/629 Chair’s Announcements**

The Chair apologised for the late start of the meeting, which should have started at 3:30pm, the probationary reviews having overrun.

**2502/630 To receive any dispensations and disclosable pecuniary or other interests**

Members were reminded that all interests must be declared prior to the item being discussed.

**2502/631 To agree the agenda as published**

It was **resolved** to agree the agenda as published.

Proposed Cllr Leather, Seconded Cllr Bach (all in favour)

**2502/632 To consider the minutes of the meeting held on the 11th November 2024**

It was resolved to agree the minutes as a true and correct record, with a clarification added to minute 2411/373, which has been amended to read (amendment in italics):

The first draft had been completed and would be reviewed by the Chair of *this, the HR* Committee.

The minutes would be signed at a later date.

Proposed: Cllr Leather, Seconded: Cllr Bach (majority in favour, 1 abstention – not present at the meeting).

**2502/633 Public Participation**

*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.*

There were no members of the public present.

**2502/634 To consider Action points and their updates**

The action update table was noted as presented here. The incomplete items would be returned to the next meeting of this committee.

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| --- | --- | --- |
| Action | From meeting | Update |
| Outstanding staff appraisal to be completed | May 2024 | The appraisal has been carried out, signed and a copy is on file. COMPLETE |
| Chair of HR committee and Town Clerk & RFO to review the job description for the post of Town Clerk & RFO and redraft as appropriate. | June 2024 | On the agenda.ONGOING |
| Arrange Food Hygiene training | August 2024 | Training arranged for one member of staff (online course for £20). Other members of staff to be asked if they are interested.ONGOING |

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| Action | From meeting | Update |
| Draft Training Policy and Learning Agreement | November 2024 | On the agendaONGOING |
| Enrol the Town Clerk on the second year of the CertHE Community Governance | November 2024 | The Town Clerk is enrolledCOMPLETE |
| Arrange First Aid Training for Council Maintenance Staff | November 2024 | Not yet arranged ONGOING |
| Arrange meeting to consider the needs of the Maintenance Team going forwards | November 2024 | The Town Clerk and Parks & Buildings Manager have discussed the matter and recommend that the Chair and Deputy Chair of this committee meet with them to discuss the matter further.ONGOING |

**2502/635 To consider the first draft of the training policy/learning agreement**

It was **resolved** to adopt the Training Policy (with Learning Agreement with amendments as follows (additions/amendments in italics):

Paragraph 8:

‘The Council will monitor the effectiveness of training on ~~a four-yearly~~ *an annual* basis and revise this policy accordingly’.

The substantive paragraph of the learning agreement portion:

‘The Council recognises that investment of nature in its staff is an expense that should bring benefit to both the staff member and the Council. The Council therefore *may* expect~~s~~ that costs of training should be repaid if the *staff* member leaves within 18 months of the completion of the training, with costs of the course and qualification to be repaid as follows’.

Proposed: Cllr Hodson, Seconded: Cllr Leather (all in favour)

**Action point: present the Training Policy and Learning Agreement to Full Council for approval.**

*Cllr Edwards entered the meeting at this point (4:15pm)*

**2502/636 To consider the draft job description and person specification for the Town Clerk & RFO**

It was **resolved** to arrange a task and finish meeting, to which all committee members would be invited, to consider the Town Clerk & RFO job description and person specification.

 Proposed: Cllr Hodson, Seconded: Cllr Bach (all in favour)

**Action points: arrange the task and finish meeting.**

**2502/637 To consider the notice period for the Town Clerk & RFO**

It was **resolved** to apply a 3-month notice period to the Town Clerk & RFO.

Proposed: Cllr Bach, Seconded: Cllr Himan (all in favour)

**Action points: Amend the contract and present to the Town Clerk & RFO.**

**2502/638 To consider the appointment of a Beadle**

The committee considered the appointment of a Beadle but **resolved** to refer consideration of this matter to Full Council.

Proposed: Cllr Leather, Seconded: Cllr Bach (majority in favour, 1 abstention)

**Action point: Include on a Full Council agenda**

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**2502/639 To consider renewing play inspection qualifications for two members of the Maintenance Team**

It was resolved to renew the qualifications for the two members of the team (D Stewardson and D Callebaut) at a cost of £800, being £515 examination fee and £185 per person for the training.

Proposed: Cllr Hodson, Seconded: Cllr Edwards (all in favour)

**Action point: Include on a Full Council agenda**

**2502/640 To note the accumulated TOIL and remaining holiday of all staff (to the end of January 2025)**

noted that the TOIL accumulated by staff to the end of January 2025 were:

T Atkinson 7.5

D Callebaut 0

R Griffey 0

I Heuze 4

G Langton 89.75

I Rawle 20.5

D Stewardson 31.5

T Tucker 13

C Williams 1

**2502/641 To receive an update on probationary reviews and annual appraisals**

The Chair reported that both I Rawle and C Williams had successfully passed their probationary reviews. The remainder of the appraisals would be arranged as soon as possible.

There being no further business the meeting closed at 5:25pm.

Signed………………………………………………..Dated……………………………………………….