

Thursday

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## Staffing

🕒 18:30 - 19:30

Apr 2025 Staffing 📍 Council Chamber Brooke House

### Agenda

#### S55 / 25 | Attendance

To receive apologies, substitutions, and requests for co-option

- For Information

#### S56 / 25 | Declarations of Interest

2.1 To receive declarations of interest from Councillors on items on the agenda

2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)

2.3 To grant any requests for dispensation as appropriate

#### Confidential Business

*To move that in view of the confidential nature of the business to be transacted, that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, Members of the Press and Public be excluded from the meeting.*

- For Information

#### S57 / 25 | Minutes

To approve as a correct record, the minutes of the last meeting held on 21st January 2025

- For Decision 🗳️ 1

#### S58 / 25 | Matters Arising from the Minutes

To discuss any matters arising from the minutes not otherwise discussed on the agenda

- For Discussion

#### S59 / 25 | Training

To review the list of training that has been undertaken by Staff

- For Discussion 🗳️ 1

#### S60 / 25 | Recruitment

To receive an update on staff recruitment

- Grounds Person recruitment
- Cemetery Caretaker
- Office Team recruitment
- Sites Team recruitment

• For Discussion 1

## **S61 / 25 | Health and Safety**

To update the Committee on recent events

- H&S incidents
- Health Surveillance for HAV equipment users

• For Discussion 1

## **S62 / 25 | Staffing Matters**

To receive an update on staffing matters from the Town Clerk - please see attached report.

• For Discussion 1

## **S63 / 25 | Absence Report**

To review the staff absence report and the comparison of absence levels for 2021, 2022, 2023 and 2024

*This is the website we have used when making reference to the National Average. There isn't a specific comparison to manual workers, but figure 8 on the link below shows different occupations and their sickness absence rate.*

Sickness absence in the UK labour market - Office for National Statistics

• For Discussion 2

## **S64 / 25 | Sickness Policy**

To update and review new Sickness policy as suggested by BrightHR

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## **S65 / 25 | Cycle Scheme**

The cycle scheme was not as assessable as first thought. Committee is asked to consider whether it would loan the up front cost of buying a bicycle to employees and agree a monthly repayment through their wages

## **S66 / 25 | Appraisals**

To discuss management appraisals if applicable including:

- Office team, sites team and pavilion team appraisals are all booked in for March/ April 2025
- Deputy Town Clerk and RFM's appraisals to take place once Office/Pavilion Team appraisals are completed

- For Discussion