



HAILSHAM TOWN COUNCIL
STAFFING COMMITTEE

MINUTES

of the meeting of the Staffing Committee,
held at the **Fleur-De-Lys Council Chamber, Market Street, Hailsham, BN27 2AE** On Thursday 16th
January 2025 at 7.00 p.m.

SfC/24/4/3
5

Public Forum
None presented

36

Present:

Cllr K-M. Blundell-Smith, Cllr B. Carpenter, Cllr B. Holbrook, Cllr K. Nicholls (Chair), Cllr A M Ricketts, Cllr G. White. Cllr P. Holbrook also in attendance.

37

Officers Present:

J. Harrison (Town Clerk), E. Hastings (Corporate Services Manager), T. Lee (Operations & Facilities Manager), R. White (Responsible Finance Officer)

38

Apologies For Absence:

Apologies were received and accepted from Cllr G. Blake-Coggins and Cllr D. Rusu.

39

Declarations of Interest:

None were made.

40

Minutes of Previous Meeting

RESOLVED that the minutes of the previous meeting held on 24 October 2024 are an accurate record and may be signed by the Chair.

41

Policies

E. Hastings presented the following policies which have been shared with staff and managers.

41.1

Disciplinary Policy

Suggested amendment:

- Section 11, remove *inadequate IT skills*, change to *failure to fulfil requirement of job description or contract*.

It was **RESOLVED** to adopt the policy as amended.

41.2

Occupational Health and Wellbeing including post-employment health questionnaire

Suggested amendments:

- Section 2.1 add sentence to the following: Staff should report incidents, hazards and risks. *Refer to Health and Safety Policy and reporting incidents (RIDDOR)*.
- Section 3.1 remove strike through for *The questionnaire will be kept separate from the HR file because of its confidential nature, it will only be accessible by the line manager/Corporate Services Manager and the Town Clerk*. Aim to password protect the questionnaire.
- Section 6 change to *Publicise walking trails or routes in the local area*
- Section 6.1 add in that the Wellbeing Champion is a voluntary role.

- It was suggested to mention links to Disability Discrimination Act in the health questionnaire.
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It was **RESOLVED** to adopt the policy as amended.

41.3

Flexible Working

Suggested amendment:

- Section 4.1 change wording to To apply for flexible working, please provide the following information in writing, and submit this to *the relevant member of senior management, copying in your line manager*.
- Section 5.1 add in the wording: You may be accompanied at the meeting by a work colleague *or union representation*.

It was **RESOLVED** to adopt the policy as amended and to delay publicising until all staff, new and current have contracts.

41.4

Lone Working

Suggested amendments:

- Section 5.2 change from adequate to inadequate: Not to work alone where there is *inadequate* information to undertake a risk assessment.
- Section 5.2 add in wording: Inform their line manager at the earliest opportunity in the event of *perceived risk*, an accident, incident of violence or aggression whilst working alone. *Refer to Health and Safety Policy and reporting incidents (RIDDOR)*.
- Section 7 spelling loan should be lone.

It was **RESOLVED** to adopt the policy as amended.

41.5

Probation policy and induction toolkit Oct 24

Suggested amendments:

- Section 1.1 change really good to *positive and informative*.
- Section 11 – the arrows need to be aligned correctly. E Hastings has since removed the arrows.
- Section 11 – health and safety is mentioned in step 2. There was concern raised that health and safety was not then mentioned again. It was suggested to change step 3 to Explain a full who's who, how the organisation works, its rules, how any facilities work, *including health and safety procedures...* and within section 14.6 add *further health and safety training will be provided*.
- Section 17 and 18 – move section 18 before section 17 so that it reads chronologically.
- Appendix 2 – Updated checklist with Youth Service recommendations to include going through the following with new recruits: DBS, probation policy and induction toolkit and probation requirements, first aid procedures, Tour of sites. For the Youth Service this will include tour of all centres, sickness absence policy, start and finish times, explanation of the Appraisal, Supervision and Training Policy.
- Appendix 5 – added in an appendix for Youth Service training and development e.g. safeguarding, food prep etc
- Appendix for Post Office training or link to checklist training for Post Office?

There was some discussion regarding DBS.

It was **RESOLVED** to make the amends and to take the policy to the Finance and Governance policies sub-committee.

41.6 **Volunteer policy and agreement**

Suggested amendments:

- First page – remove Cllr A M Ricketts as a reviewer
- Section 11 - change wording from get a to undertake.

It was **RESOLVED** to adopt the policy as amended.

42 **Confidential Business**

RESOLVED that the press and public be excluded from the next agenda items as it concerns engagement, terms of service and the beginning of legal proceedings - in accordance with the Council's Standing Order No 1E.

43 **HR Quotes**

GW declared an interest in being an advisor for Southeast Employers.

It was **RESOLVED** to start using NALC/Worknest free advice in 25/26 to compare it to the advice provided by Southeast Employers. To review in November.

Cllr B. Carpenter and Cllr G. White abstained.

44 **Staffing Review**

44.1 **Recruitment: RFO**

It was **RESOLVED** to accept the proposal with the condition of a successful probation. Until successful probation pay would be at one point below the proposal.

44.2 **Recruitment: Finance Assistant**

It was **RECOMMENDED** to Council that we proceed with recruitment of the Finance Assistant which would require a two thirds majority to rescind the previous resolution of the previous decision within 6 months.

Cllr B. Carpenter and Cllr K-M. Blundell-Smith abstained

44.3 **Recruitment: Post Office**

Cllr K. Nicholls gave an update on the Post Office recent recruitment; two part time staff were recruited.

44.4 **Recruitment: Youth Service**

Cllr A M. Ricketts gave an update on the Youth Service recent recruitment; four part time staff were recruited.

44.5 **James West Community Centre**

44.6 TL gave a report on the increased usage of the centre and the improvements made; feedback from users has been good.

It was **RECOMMENDED** to Council that we proceed with recruitment of the James West Centre Manager which would require a two thirds majority to rescind the previous resolution of the previous decision within 6 months. A report is required for Full Council to show the usage within this and last year's financial year, bookings for the next 3 months and aspirations for any other improvements.

Cllr B. Carpenter, Cllr G. White, Cllr B. Holbrook, Cllr K-M. Blundell-Smith abstained.

44.7 **Ongoing Issues; update**

None were reported

44.8 **Appraisals**

An Appraisals Policy will be presented to the April Staffing Committee with a view to starting appraisals in May 25.

44.9 **Contracts**

E. Hastings reported on the progress with issuing contracts.

It was **RESOLVED** to have a report on contracts at the April Staffing Committee.

45 **Deputy Youth Service Manager**

To **RESOLVE** to accept the proposal from the Youth Service Manager.

46 **Grievance**

A recent grievance was resolved at an informal stage.

There being no other business, the meeting closed at 21:25pm.

CHAIR