



# Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

[www.waretowncouncil.gov.uk](http://www.waretowncouncil.gov.uk)

01920 460316

## HUMAN RESOURCES COMMITTEE

will meet on

**Monday 25<sup>th</sup> September 2023**

In the Clerks Office, Ware Priory at 7.30pm

All Members of Ware Town Council Human Resources Committee are summoned to attend the above meeting when the following business will be transacted:

Terry Philpott, Town Clerk  
20<sup>th</sup> September 2023

### A G E N D A

#### **HR045: EXCLUSIONS OF THE PRESS AND PUBLIC:**

To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)

#### **HR046: To receive and accept Apologies for Absence**

**HR047: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.**

**HR048: Minutes from the previous meeting:** to receive and sign the minutes of the last HR meeting held on 26<sup>th</sup> September 2022.

#### **HR049: Correspondence and Clerks report (TP)**

- Pay award 2023/24

#### **HR050: Update on HR activities in the last 12 months**

- Grievance investigation Bridgets Café
- Exit Interviews and Leavers
- Job Evaluation

### **HR051: Lone Working Policy**

Recommendation: To readopt the policy with no amendments

### **HR052: Training update**

To note the training records and review training opportunities.

### **HR053: HR support**

To receive a briefing from the Clerk on the new HR contract.

### **HR054: ESG Policy**

To review the ESG policy and agree an action plan to support the implementation over the next four years of the business plan.

The proposed next action is for the Councillors to review each policy and consider any actions, circulate to Councillors and Officers for review prior to consideration by the C&E committee on 20<sup>th</sup> November 2023. Items agreed by the C&E will be added to the four year business plan and will subject to financial / resource scrutiny.

25<sup>th</sup> September 2023: Review by Councillors / Officers

16<sup>th</sup> October 2023: Drafts to be circulated for feedback from Councillors / Officers

13<sup>th</sup> November 2023: Final documents to be emailed to the Clerk for inclusion in the HR agenda pack.

w/c 20<sup>th</sup> November 2023: HR Committee approve draft proposals.

27<sup>th</sup> November 2023: Budget workshop including costed proposals

8<sup>th</sup> January 2024: Business plan for 2024 – 2028 approved / 25 approved.

8<sup>th</sup> January 2024: Budget / Precept for 2024/25 approved.

**Recommendation:** To approve the work and the schedule with specific ESG areas allocated.

## **Society**

### **Fair Pay and the Living Wage (F&P/HR)**

All employees will receive pay and benefits based on market forces for the locality, we will become a 'Living Wage' employer.

### **Training and Development (F&P/HR)**

All new employees will receive induction training including health and safety, GDPR and other specific training relevant to the role. Employees requiring specific training will be supported in line with the training policy to provide individual support and support for the wider organization. All employees will receive an annual appraisal where training needs will be identified. The Town Clerk will achieve 18 CPD pa. Members are expected to complete training commensurate with their role.

## **Wellbeing (All)**

We will promote the emotional and physical wellbeing of employees, ensuring practical support and the management of workload is properly resourced.

## **Employee Benefits (F&P/HR)**

We will provide a range of employee benefits including local government pension to aid recruitment and retention.

Other benefits include.

- Agile and home working
- Employee Assistance Programme
- Cycle to work scheme
- Free parking
- Lido usage
- EV charging use

## **Workplace Health and Safety (All)**

We will ensure that our facilities are safe for employees, visitors, customers, and tenants. Our staff will be provided with appropriate training to meet their job role related to health and safety.

Specialist advice will be maintained via a specialist consultant.

## **Encourage Diversity (WTC)**

Members and officers fully support diversity and inclusion in the organization, it is against our policy (and the law) to discriminate on the grounds of any protected characteristics. We encourage applications for Councillor vacancies and employment from all suitably qualified people regardless of their background or lifestyle. Anybody that claims to have been discriminated will have their case investigated independently.

## **Bullying and Harassment (WTC)**

We will create and maintain a safe organisation, free from bullying, intimidation, and harassment. We will actively support the Civility and Respect programme introduced by SLCC and NALC and will encourage those in the organisation to highlight areas where we are not achieving our aims. We will support members and officers where members of the public exhibit unacceptable behaviours.

## **Data Privacy / Cyber Security (F&P/HR)**

We will ensure the correct use of the data we hold and will be mindful of the information we share. Systems and processes will be used that help us meet our aims including Cyber Security audit authentication.

## **Governance**

### **Ethical Business Practice (F&P/HR)**

We will adhere to the seven principles of business ethics.

- Accountability
- Care and respect
- Honesty
- Healthy competition
- Loyalty
- Transparency
- Respect for the rule of law

### **Avoiding Conflicts of Interest (WTC)**

We will maintain a register of declarable interests and ensure that members and officers are aware of their obligations through training and information sharing.

### **Decision Making and Leadership (WTC)**

We will scope the information that is required to inform our decision making, and measure against KPIs issued in a timely manner supported by efficient processes. We will encourage a leadership style that is aligned with our organisational values.

### **Partnership Working (WTC)**

We will create partnerships with individuals, organisations and other tiers of government with a shared interest. We will do this to ensure our communities receive high quality joined up outcomes.

### **HR055: Personnel resources to meet the requirements of the business plan.**

To receive a briefing from the Clerk and consider the options.

Papers to be distributed at the meeting.

### **HR056: Agenda items for next meeting**

Date of next meeting