



# BROMYARD & WINSLOW TOWN COUNCIL

## STAFFING COMMITTEE

**Minutes of a meeting  
held on Wednesday 13<sup>th</sup> November 2024  
in The Council Chamber, The Old Vicarage,  
1 Rowberry Street, Bromyard, HR7 4DU.**

S24/16 - S24/23

Members present: Cllrs Churchill, Davies (Vice-Chair), Dr D Dunne-Thomas (Chair), Franklin, Law, Page.

Officers present: Mrs K Mitchell – Town Clerk

**S24/16 Apologies for absence**

*LGA 1972 S85 (1)*

Cllr Nielsen's apologies for absence were received and accepted.  
Reason: Ill-health.

**S24/17 Declaration of interests and written requests for dispensation**

*Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159*

In accordance with Council policy, Members considered a request for a dispensation under s33 of the Localism Act 2011 to enable Cllr Page to participate in agenda items S24/19, S24/22 and S24/23,1 - all business covering employee pay, terms and conditions by national agreement, and generic decisions. Grounds for the request: Lives in same household as an employee of the Council.

Cllr Page explained that in circumstances where he would otherwise be required to declare a Non-Registrable Interest, he would leave the room and take no part in the discussion or voting.

Following discussion, it was **RESOLVED** that a dispensation be granted to allow Cllr Page to participate in agenda items S24/19, S24/22 and S24/23,1, for this meeting only.

**S24/18 Minutes**

*LGA 1972 Sch 12 para 41(1)*

It was **RESOLVED** to confirm the Minutes of the meeting held on the 17th April 2024 as a correct record.

**S24/19 Local Government Services Pay Agreement 2024/25**

It was noted that the National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2024/25, copies having been circulated.

It was noted that in accordance with contractual obligations, the new pay scales for officer positions will be implemented in the November 2024 payroll and retrospectively applied from 1<sup>st</sup> April 2024.

**S24/20 Human Resources Documentation**

Members received the new Employee Handbook and associated policies and procedures, as prepared by the Council's Human Resources consultants, Peninsula Business Services Limited.

*Initials..... Date .....*

It was noted that some of the policies included in the new Employee Handbook differ from those previously adopted by the Council.

Members reviewed the new proposals against existing policies/procedures and decided which to retain, replace or amend.

It was **RESOLVED** to recommend to Full Council that the Employee Handbook be approved and adopted with the following policies and procedures:

- Absence Policy (new)
- Email and Internet Policy (new)
- Lone Worker Policy (replace with NALC policy)
- Anti-Bribery Policy (new)
- Anti-Tax Evasion Policy (new)
- Whistle-blowers Procedure (new)
- Capability Procedure (new)
- Disciplinary Procedure (retain existing NALC procedure)
- Grievance Procedure (retain existing NALC procedure)
- Personal Harassment Policy and Procedure (new)
- Equality, Inclusion and Diversity Policy (new)
- Menopause Policy (new)

**S24/21 Confidential Items:**

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act 1960), it was **RESOLVED** that due to the confidential nature of the business to be transacted the public and press leave the meeting during consideration of the following employment matters.

**S24/22 Budgetary Considerations for 2025/26**

*Cllr Page declared a Non-Registrable Interest at this point and left the room during discussion of this item.*

Copies of the current year's budget report and detailed forecast for 2025/26 were circulated to members for consideration.

The Clerk confirmed that the draft budget included provisions for incremental and anticipated cost of living increases, and associated costs relating to moving manual staff from the Real Living Wage to the NJC scale.

**It was RESOLVED** that staffing costs totalling £170,000 be included in the draft budget for 2025/26.

*Cllr Page re-joined the meeting*

**S24/23 Staffing Matters**

1. It was noted that staff appraisals will be carried out within the next two months.
2. Members considered a confidential staffing matter and instructed the Clerk to proceed in accordance with council procedure.

*Cllr Page left the meeting at this point.*

3. It was **RESOLVED** that following the successful completion of the Town Maintenance Operative's probationary period, they be confirmed in post.

There being no further business to transact, the Chair closed the meeting at 11:17am

CHAIRMAN..... DATE .....