

Minutes of a Meeting of the Human Resources Committee held in the John Meikle Room, The Deane House, Belvedere Road, Taunton TA1 1HE, on Monday, 13 January 2025 at 2.00 pm

Present:

Cllr Theo Butt Philip (Chair)

Cllr Mark Healey

Cllr Liz Leyshon

Cllr Leigh Redman

Cllr Sarah Wakefield

Cllr Andy Kendall

Cllr Emily Pearlstone

Cllr Tony Robbins

Cllr Bill Revans

In attendance:

Councillor Bill Revans

Other Members present remotely:

Councillor David Fothergill

Councillor Bente Height

52 Apologies for Absence - Agenda Item 1

Apologies were received from:

Councillor Mike Stanton – substituted by Councillor Bill Revans

Councillor Bente Height

Councillor David Fothergill

Councillor Faye Purbrick

Councillor Graham Oakes

53 Declarations of Interest - Agenda Item 2

There were no declarations of interest declared.

54 Minutes from the Previous Meeting - Agenda Item 3

9th October 2024

It was resolved that the minutes of the Human Resources Committee held on 9th October 2024, being proposed by Councillor Andy Kendall and seconded by Councillor Sarah Wakefield to be a true record of the meeting.

(Vote: Unanimous)

11th November 2024

It was resolved that the minutes of the Human Resources Committee held on 11th November 2024, being proposed by Councillor Emily Pearlstone and seconded by Councillor Liz Leyson to be a true record of the meeting.

(Vote: Unanimous)

55 Public Question Time - Agenda Item 4

There were no public questions brought to the committee.

56 Health and Safety Policies - Agenda Item 5

Daniel Thomas, Strategic Manager, Health & Safety, presented the following reports and gave a summary on each one:

- Risk Assessment Policy
- Asbestos Policy
- Responsibilities Policy
- Reporting and Investigating Health and Safety Incidents Policy
- Hazardous Substances Policy

It was confirmed that:

- The policies would be available to Councillors through the health and safety portal and they would be reminded as part of the member training program through Democratic Services how to access the portal and any information available on the intranet. This was already live.
- A link to the policies would be shared with all Councillors as part of the internet page.
- Risks would continue to be monitored and all Service Directors would provide continuous feedback to those risks.
- 75% of staff across the organization had completed the mandatory Health & Safety training. This equated to only 1 in 4 staff having completed the training and it was agreed that this was concerning and should be checked by line managers.

Councillor Leigh Reman proposed to approve and confirm the policies listed below which was seconded by Councillor Emily Pearlstone:

- Risk Assessment Policy
- Asbestos Policy
- Responsibilities Policy
- Reporting and Investigating Health and Safety Incidents Policy
- Hazardous Substances Policy

(Vote: Unanimous)

Resolved to approve and confirm the following policies:

- Risk Assessment Policy
- Asbestos Policy
- Responsibilities Policy
- Reporting and Investigating Health and Safety Incidents Policy
- Hazardous Substances Policy

57 Human Resource Policies - Agenda Item 6

Sarah Welland, Service Manager HR Policy and Projects presented the Sexual Harassment Policy.

After deliberations surrounding the grievance and reporting procedures, the bullying and harassment policy and whistleblowing policy, the Service Manager HR Policy assured the committee that they would take the suggestions under advisement.

Councillor Emily Pearlstone proposed to approve the new Sexual Harassment Policy which was seconded by Councillor Sarah Wakefield.

(Vote: Unanimous)

RESOLVED to approve the new Sexual Harassment Policy.

58 Workforce Update - Agenda Item 7

Dawn Bettridge, Interim Service Director Workforce, presented the update by way of a slide presentation.

After deliberations surrounding the consultation period being long enough and discussions with trade unions happening on a weekly or biweekly basis which had resulted in no disagreements, the committee noted the update.

59 Committee Work programme - Agenda Item 8

After discussing the work programme and possible dates for an extraordinary meeting to review the pay policy statement before a Full Council meeting and the next scheduled Human Resources Committee meeting on 8th April, the committee noted the forward plan.

Possible dates would be discussed amongst the committee and an invite sent out once the date had been finalised.

(The meeting ended at 15:21)

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CHAIR