



## HR Sub-Committee Minutes

<b>Date &amp; Time</b>	Wednesday 25 <sup>th</sup> June 2024		
<b>Venue</b>	Styles House TMO		
<b>Attendees</b>		Chair Secretary Board Member	Staff: <span style="background-color: black; display: inline-block; width: 100px; height: 1em;"></span> TMO Manager
<b>Apologies:</b>	<span style="background-color: black; display: inline-block; width: 100px; height: 1em;"></span>		

### Summary of actions

<u>Who</u>	<u>Matters arising</u>	<u>Action</u>	
	Waiting for 10 emergency door reset key – ordered from Silk and Mackman	<b>Completed</b>	
	Needs reviewing: Business continuity plan, equality and diversity and equality standards, UK GDPR, grievance, harassment and bullying, H&S policy, induction and probation, lone working, confidentiality. Need to produce disciplinary, performance management, recruitment and whistleblowing, gifts and hospitality.	<b>Ongoing</b>	
<span style="background-color: black; display: inline-block; width: 40px; height: 1em;"></span>	CCTV – <span style="background-color: black; display: inline-block; width: 60px; height: 1em;"></span> is progressing with council. They have expressed concern about the very low quote. <span style="background-color: black; display: inline-block; width: 100px; height: 1em;"></span> has given us some clear questions, which <span style="background-color: black; display: inline-block; width: 60px; height: 1em;"></span> will pick up. <span style="background-color: black; display: inline-block; width: 60px; height: 1em;"></span> has sent to <span style="background-color: black; display: inline-block; width: 40px; height: 1em;"></span> .	<b>Ongoing</b>	
<span style="background-color: black; display: inline-block; width: 60px; height: 1em;"></span>	CCTV – need a policy (done), need to tell leasehold team. Will need to consult once we have agreed what we want and complied with council requirements.	<b>Completed</b>	
<span style="background-color: black; display: inline-block; width: 60px; height: 1em;"></span>	<span style="background-color: black; display: inline-block; width: 60px; height: 1em;"></span> to ask <span style="background-color: black; display: inline-block; width: 40px; height: 1em;"></span> what they have in place	<b>Completed</b>	
	<span style="background-color: black; display: inline-block; width: 60px; height: 1em;"></span> doing icasework and asbestos training - done	<b>Completed</b>	
<b>Agenda</b>	<b>Actions agreed</b>	<b>Who</b>	<b>When</b>
Item 1	<b>Introduction and apologies</b> None	<b>Chair</b>	<b>Meeting</b>
Item 2	<b>Minutes and matters arising</b>	<b>All</b>	<b>Meeting</b>

	Minutes agreed Matters Arising.	All	Meeting
Item 3	<p><b>Old office and bringing it back into use</b> Floor covering is being sorted - £500 Dishwasher – will be measuring Not yet ordered the cooker or fridge as waiting for the flooring</p> <p>Once completed, we need to discuss promoting room. We have a fold out table we will put in small room. May need to get some chairs. Will look at promoting once all sorted.</p> <p>Need to look at pictures for the walls. [REDACTED] to look into this and consider what the best options are.</p> <p>Need to get internet in here, will cost around £200.</p> <p>[REDACTED] to do a list of what we have bought, to plan for banking.</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
Item 4	<p><b>Workspace</b></p> <p>Issue with walking across the turning circle – [REDACTED] will put down some gravel path on the turning circle and between office and TMO meeting room.</p>	<p>[REDACTED]</p>	<p>Completed</p>
Item 5	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Quotes for alarm and CCTV [REDACTED] to ask [REDACTED] for further quotes and guidance on body cam and camera for office.</p> <p>[REDACTED] to ask [REDACTED] if he knows someone who can do a risk assessment. Will also try [REDACTED] and [REDACTED] to ask TMO managers.</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>Board</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>Completed</p>

Item 6	<b>Policies</b> [REDACTED] to review business continuity plan and policies - first day in early August.	[REDACTED]	
Item 7	<b>Training</b> Tried to book the room for the board away day. Will do it in TMO office and get food delivered.	[REDACTED]	<b>Completed</b>
Item 8	<b>Risk – setting up a register</b> [REDACTED] to ask [REDACTED] for his version and co-opt	[REDACTED]	
Item 9	<b>AOB</b> NA		
Item 10	<b>Date of Next Meeting</b> 3 <sup>rd</sup> December 2024		

Signed.....

Date.....