HR Sub-Committee Minutes

Date &Time	Wednesday 20th February 2024
Venue	Styles House TMO
Attendees	[redacted] Staff: [redacted] TMO Manager
Apologies:	None

Summary of actions

Who	Matters arising	Action
	Estate Inspections – [redacted] doing these with [redacted] but will do it herself this week as [redacted] is away until mid March	
[redacted]	Fire risk assessment – used to get weekly reports but haven't had for some time. Not clear if this means we have no issues or just not getting it.	[redacted] to ask [redacted] to check why not getting them
[redacted]	Ladders – [redacted] found the right person and getting it changed. Also ordered the lock for the roof, via the council	
[redacted]	Second exit button on front door – [redacted] raised with [redacted]. Has also compromised the fire safety of the door.	

Agenda	Actions agreed	Who	When
Item 1	**Introduction and apologies** None		
Item 2	**Minutes and matters arising** Minutes agreed Matters Arising.		
Item 3	**Managers Report** See written report HR Sub accepted report		
Item 4	**Development** No issues for TMO around development as managed by the contractor.		

	Issues around lighting in the garden impacting on [redacted] at night. Old lights in front of TMO office have been removed by contractor. Contractor have advised that they aren't going to sort until office is refurbished. Will therefore focus on the light on the side of the garden room. [redacted] to write to [redacted] to ask to get the light adjusted, if no response in a week, write to [redacted]. Even with the light adjusted it still won't stretch to the office entrance, so [redacted] to get a quote on fitting a motion sensor light above the entrance door. Fund from savings not from revenue.		
Item 5	**Office** Fire extinguishers are all up to date, and have put in the garden room too CCTV – asked for quotes, waiting for them Porta cabin – TMO have bought (will be refunded) and to be moved in May Will be an issue with reaching the kitchen and small meeting room from the porta cabin. Have asked council about a canopy, but will look at an awning. CCTV in office – not storing the recording – [redacted] to sort when he's back Refurb of old office – council say they will put a cooker in	[redacted] **leading** [redacted]	
Item 6	**Lone working check in** Would check in at [redacted] to say home safe, when working late – [redacted] to use Board whatsapp chat for this. [redacted]	[redacted] **Board**	
Item 7	**Health and safety** Doing regular estate inspections, which has impacted positively on the state of the communal areas. Bin door – still not removed and is creating a risk. [redacted] to discuss either repair or remove.		

Item 8	**Policies** 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. Agreed that this is a year's programme. Focus on HR specific ones first, and the H&S policy.		
Item 9	**Training** [redacted] doing icasework and asbestos training		
Item 10	**Risk** [redacted] to ask [redacted] what they have in place	**Board**	
Item 11	[redacted]		
Item 13	**AOB** Nothing		
Item 11	**DONM** **18.06.2024**		

Sign…….

Date……..