HR Sub-Committee Minutes

Date &Time	Tuesday 3rd December 2024
Venue	Styles House TMO
Attendees	[redacted]
Apologies:	[redacted]

Summary of actions

Who	Matters arising	Action
	Waiting for 10 emergency door reset key – ordered from Silk and Mackman	**Completed**
	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. CCTV.	**Ongoing – will do one a month**
[redacted]	CCTV – [redacted] is progressing with council. They have expressed concern about the very low quote. [redacted] has given us some clear questions, which [redacted] will pick up. [redacted] has sent to [redacted].	**Ongoing**
[redacted]	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.	**Completed**
[redacted]	[redacted] to ask [redacted] what they have in place	**Completed**
	[redacted] doing icasework and asbestos training - done	**Completed**
	Old TMO space and bringing it back into use Floor covering is being sorted - £500 Dishwasher – will be measuring Not yet ordered the cooker or fridge as waiting for the flooring	**Completed** **Completed**

	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. Need to look at pictures for the walls. [redacted] to look into this and consider what the best options are. Need to get internet in here, will cost around £200. [redacted] to do a list of what we have bought, to plan for banking.	**Completed** **Completed** **Completed**
	Risk register – need to develop one	
	Risk assessments – look for a specialist to do this	
	Smoke alarms – check for TMO hall	
	Office inspection – need to restart doing quarterly. [redacted] to lead on these.	[redacted]
	Boiler room door – finally completed	**Completed**

Agenda	Actions agreed	Who	When
Item 1	**Introduction and apologies** None	**Chair**	**Meeting**
Item 2	**Minutes and matters arising** Minutes agreed Matters Arising. Confirmed that we are on the council's fob policy, including amount to charge. CCTV – [redacted] working on a quote	**All** **All**	**Meeting** **Meeting**
Item 3	**Health and safety** Office inspection – need to restart doing quarterly. [redacted] to lead on these. Two broken fire doors – [redacted] checked and it's for us to repair Wall crack – caused by a tree. [redacted] to tell [redacted] and ask to review. To contact tree people and ask for opinion. Path – get slabs for path		[redacted] [redacted] [redacted] [redacted]
Item 4	**Policies** As per agreed		[redacted]

Item 5	Training Nothing right now Will do a regular yearly away day [redacted] to update [redacted] on training	[redacted] & [redacted]	
Item 6	**Risk** Register – [redacted] to ask [redacted] for hers	[redacted]	
Item 7	**AOB** Ask TfL about paying for [redacted] time Discuss at board planning day about [redacted] extra day and budgeting for two years.	[redacted] & [redacted]	
Item 8	**Date of Next Meeting** 11.03.2025		

Approved……

Signed……

Dated……