HR Sub-Committee Minutes

Date &Time	Tuesday 11th March 2025, 6pm
Venue	Styles House TMO
Attendees	[redacted]
Apologies:	None

Summary of actions

Who	Matters arising	Action
[redacted]	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 discipline, performance management, recruitment and whistleblowing, gifts and hospitality. CCTV. Have done (and some online already: Business continuity plan Gifts and hospitality Redecs CCTV Equalities and diversity	**Ongoing – will do one a month**
[redacted]	CCTV – [redacted] has written with the new proposal. Waiting to hear back.	**Ongoing**
[redacted]	Risk assessments – look for a specialist to do this – [redacted] asked [redacted] and he was happy to do these. [redacted] to contact him.	**Still outstanding**
[redacted]	Fire alarm – TMO hall doesn't have one, [redacted] to email [redacted] [redacted] building safety manager	**Ongoing**
[redacted]	Office inspection – Need a new form for this, [redacted] to ask [redacted]	**Ongoing**
[redacted]	Wall crack – crack fixed but contacted tree people and not heard back. [redacted] to chase.	**Ongoing**
[redacted]	Complaints review – use the council's complaint process so not needed – [redacted] to ask for a copy, and the self-assessment	**Ongoing**
[redacted]	Risk register – [redacted] to send to [redacted] for her to review, prior to sending out	**Ongoing**
[redacted]	[redacted] to explore training	
[redacted]	[redacted] to change pay amount post March	**Ongoing**

[redacted]	[redacted] to set up monthly workplan review meeting with [redacted]		
Agenda	**Actions agreed**	**Who**	**When**
Item 1	**Introduction and apologies** None	**Chair**	**Meeting**
Item 2	**Minutes and matters arising** As matters arising	**All** **All**	**Meeting** **Meeting**
Item 3	**Health and safety** Dog poo an ongoing issue Fire alarm for both TMO and office New fire extinguishers are due, coming next week. Council do block fire safety check; we have a company that does ours. Office inspection – prioritise these		
Item 4	**Policies** As per agreed – carrying on with them Need to include website with all comms eg bottom of poster	[redacted]	
Item 5	**Training** [redacted] to explore training. [redacted] attending training on Thursday, with Devonshire solicitors on tenancy laws	[redacted] **&** [redacted]	
Item 6	**Risk** [redacted] updating current risk register	[redacted]	
Item 7	**HR** [redacted]. Had an initial monthly pay figure from Payroll company, [redacted] has notified the accountant. [redacted] to wait for March payment, then get payment changed for April. Will assess after first pays lip in April to check it's the right figure. [redacted] and [redacted] to hold monthly workplan review going forward. [redacted] to get a regular date in the diary.	[redacted]	
Item 8	**AOB** None		

Item 9	**Date of Next Meeting** 10th June 2025, 6pm		

Approved……

Signed……..

Date……