

Bishop Auckland Town Council
Minutes of Human Resources Committee
11 February 2025

Present: - Cllr K Lawson (chair), Cllr Harker, Cllr Siddle, Cllr Zair

In attendance: - Mrs V Booth, Acting Town Clerk

HR09/2020 Apologies - none received

HR10/24 Declaration of Interest

There was no declaration of interests recorded

HR11/24 Exclusion of Press and Public In accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council do now exclude the press and public for the remaining item on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

HR13/24 Staff Update – The Acting Clerk gave a summary of each member of staff and how the office team are working and to what capacity. That appraisals and probation period reviews have been scheduled. That Appraisals need to be scheduled for the Clerk and Acting Clerk by the Chair of HR & the Mayor.

Resolved: that members note the update and the Clerk & Acting Clerks appraisals are scheduled before the end of March.

HR14/24 – Staff Dress Code Policy – The Acting Clerk gave an update on the increase in use of the Town Council office by third parties and that staff are more public facing than they have previously been. To this extent there is a requirement for a revision of the staff dress code policy and options were given as to the level of cover required.

Resolved: that members agreed that some wording needed to be specified but requested the paper be taken to full council for discussion.

HR15/24 Communications, Footfall and Office Opening Hours – A summary was given as to the number of telephone calls received that require redirecting to the principle authority. That the number of visitors to the office has increased due to ESOL and CAB use of the premises. That the office hours currently remain 9-5pm Mon – Thur and 9-4.30pm Friday and peak times are mornings.

Resolved: that members noted the update.