



19th November 2020

To Members of the Personnel Committee

You are hereby summoned to a virtual meeting of the Committee to be held on **Wednesday, 26th November 2020**, at **10am** to conduct the following business.

Helen Bojaniwska
Town Clerk

The meeting will be held via the [Zoom meeting platform](#).

To attend the meeting please follow this [link](#) or use ID Meeting ID: **878 7755 4518**
Passcode: **724535**

For more information about attending Council meeting via Zoom please refer to the [guidance on our website](#).

AGENDA

1. To receive apologies
2. To receive declarations of interest or requests for dispensations
3. To answer questions from the public
4. To approve the minutes of the meeting of the Personnel Committee on 6th August 2020, previously circulated
5. To consider a report on HR Management systems
6. To resolve in view of the confidential nature of the business to be transacted, that the press and public be excluded from the remainder of the meeting
7. To receive a report on staff and councillor training
8. To receive an update on staffing and training budgets
9. To receive a report on matters relating to staff contracts
10. To consider a report on staffing structures

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, faith, marital status and disability); Crime and Disorder (Section 17); Health and Safety; and Human Rights.

HR MANAGEMENT

AUTHOR

Town Clerk

CONSULTEES

None

FOR MEETING

Personnel 26/11/2020

RECOMMENDATION

Authorise the Clerk to purchase a license for a suitable HR management system.

REPORT

Currently approvals and reports for annual leave, TOIL and sickness absence are managed through systems of paper forms and then recorded in basic spreadsheets. This is a drain on managers' and staff time.

There are a number of suitable off-the-shelf HR Management Systems available which could be used to significantly reduce the use of paper and cut down on administration time.

A typical system, recommended by other Clerks, is BrightHR. Their basic "Connect" package costs £39.90/month for 14 employees, for a 3-year contract. This would provide systems for requesting and approving leave and TOIL, sickness reporting and expenses.

Measured against the cost of managers' time this would more than pay for itself and free up time for more strategic work.

LEGAL IMPLICATIONS

The Council has the General Power of Competence which is "the power to do anything that individuals generally may do" as long as they do not break other laws.

FINANCIAL AND STAFFING IMPLICATIONS

Covered in report.

EQUALITY IMPLICATIONS

None

CO2 IMPLICATIONS

Minimal saving from reduction in paper.