

Pwyllgor Adnoddau Dynol.

Human Resources Committee.

Agenda 07.01.25

1. Ymddiheuriadau am absenoldeb.

I dderbyn, ystyried a derbyn
Ymddiheuriadau am absenoldeb

Apologies for absence.

To receive, consider and accept apologies for
absence.

2. Datganiadau o Fuddiant.

I dderbyn unrhyw ddatganiadau o
fuddiant ar eitemau ar yr agenda.

Declaration of Interest.

To receive any known declarations of interest
in items on the agenda.

3. Cofnodion.

I awdurdodi'r Cadeirydd i arwyddo cofnodion
y Pwllgor a gynhaliwyd ar 25.06.2024 fel
cofnod cywir.

Minutes.

To authorise the Chair to sign the minutes of
the Committee held on the 25.06.2024 as a
correct record.

4. Adroddiadau Clerc y Dref.

I dderbyn adroddiadau a gyflwynwyd gan yr
Clerc y Dref ac ystyried yr argymhellion
ynddo. Mae adroddiadau yn ddogfennau
gwaith ac felly nid ydynt wedi'u cyfieithu.

Town Clerk's Reports.

To receive reports submitted by the Town
Clerk and considered the recommendations
therein. Reports are working documents and
are therefore not translated.

a) Gwasanaethau cymorth AD.

HR support services.

5. Rhan B.

Gwahardd y cyhoedd a 'r Wasg.
Yn rhinwedd Deddf Cyrff Cyhoeddus (Derbyn i
Gyfarfodydd) 1960, ni chaiff y wasg na'r
cyhoedd eu cynnwys yn y trafodaethau ar yr
eitem ganlynol ar y sail y byddai eu datgelu yn
niweidiol i fudd y cyhoedd oherwydd natur
gyfrinachol y busnes i'w drafod.

Part B.

Exclusion of Public and Press.
By virtue of the Public Bodies (Admission to
Meetings) Act 1960, the press and public are
excluded from discussions on the following
item on the basis that disclosure thereof
would be prejudicial to the public interest by
reason of the confidential nature of the
business to be transacted.

6. Adroddiadau.

a) Broses arfarnu.

Reports.

Absence reporting.

REPORT AUTHOR: Town Clerk
SUBJECT: HR support services.
REPORT FOR: Decision.

1. Summary.

1.1 To consider entering in an agreement to source HR support services.

2. Background.

2.1 Current the Town Councils HR management services are provided in house largely through the Town Clerk which has in the past proved challenging when issues arise that are directly related to the work of the incumbent.

2.2 The Town Council has regularly been contacted by a number of third-party firms who offer services to Community Councils but given the staff compliment of the Town Council the cost of these services have been disproportionate to the level of services that may be required.

2.3 However, following recent contact from Peninsula HR one of the larger companies a referral was made to of BrightHR a service provider which specialises in support to smaller organisations.

3. BrightHR

3.1 The BrightHR provides a simple-to-use software which allows organisations to manage staff holidays, overtime and other records and offers employers HR technology that's easy to use, and advice that's clear, practical, and jargon-free. The platform analyses problems and provides legal solutions, with a library of document templates allowing companies to craft their perfect policies, and BrightAdvice gives a direct line to a team of qualified employment law experts ready to help when needed, a guaranteed support network for even the trickiest HR issues.

3.2 The company offers a 36 months – Bright Protect (Software, Documentation, Advice)service at a cost of £33.44 + VAT per month and an in depth explanation of the HR software and advice and can be viewed at: -
<https://www.youtube.com/watch?v=u9tUX5SNrpk>

3.3 The monthly costs are more acceptable that those offered by larger companies and the range of services available and the library of document templates will ensure ongoing compliance with legislations that is constantly changing. In the current financial year there is an allocation of £200 within the HR fees and charges cost code that could be utilised if Members are supportive, but in subsequent years these cost would have to be added Town Council's cloud services cost code.to the

4. Recommendation

4.1 It is recommended:-

- a) that the Committee enters into a 36-month agreement with BrightHR (the period remaining in the term of this Council).
- b) that the 2024/25 financial year costs be covered from the current HR fees and charges cost code.
- c) that the subsequent costs be agreed by the Town Council to be covered from the Town Council's cloud services cost code.

5. Reasons for recommendation.

- 5.1 To ensure compliance with legislation, probity, and good governance of the Town Council's Human resources.