

Notice of Meeting: EXTRA HR COMMITTEE MEETING
Date and Time: 26 February 2026 – 10.00 am
Venue: The Old Courthouse, down stairs small meeting room

Dear Councillor

You are summoned to attend this meeting, the agenda for which is set out below.
Members of the public are invited to attend in person.

Agenda

26/03/196 Apologies for absence:

26/03/197 To receive any declarations of interest

Members are hereby reminded of the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011.

26/03/198 To approve Minutes previous meetings:

198.1 HR Committee Wednesday 28th January 2026 – previously circulated

198.2 HR Committee Thursday 6th February 2026 – previously circulated

198.3 Matters arising

26/03/199 Review of Staff Handbook – previously circulated

26/03/200 Review of staff induction pack and programme for new staff members – previously circulated

26/03/201 Review of Councillors' Handbook and associated documentation (ensure the need for apologies and 6 months policy is explained clearly) – previously circulated

26/03/202 Staff training needs against budget – previously circulated

26/03/203 To resolve on whether the Council will move into closed session in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by Section 100 of the Local Government Act 1972 for the following confidential items:

26/03/204 Proposal that we seek the advice and support of an appropriate HR professional/team to provide independent guidance, facilitate mediation and assist in reaching a constructive resolution to the concerns raised by some staff in relation to the appointment of a Clerk.

26/03/205 Review and consider recommendation from Chair of Governance and Finance for suitable financial package to recompense the deputy clerk for extra responsibilities undertaken – late paper to be circulated

26/03/206 Review and consider for recommendation to Full Council the Work Load Planner new pay grade and job description – previously circulated

26/03/207 Items for Communication

26/03/208 Items for discussion at next meeting:
Review of Appraisal system

Review of remaining job descriptions
Harassment training & staff should be offered the option to wear body cameras

26/03/209 **Date of next meeting:** Wednesday 29 April 2026 at 7pm

Abi Brackenbury
Acting Clerk to the Council

19/02/26