

**Notice of Meeting:** EXTRA HR COMMITTEE MEETING  
**Date and Time:** 19 March 2026 – 10.00 am  
**Venue:** The Old Courthouse, downstairs 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

**26/03/210** Apologies for absence:

**26/03/211** 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.*

**26/03/212** To approve Minutes previous meetings:

**212.1** HR Committee Wednesday 26th February 2026 – previously circulated

**212.2** Matters arising

**26/03/213** To agree to engage with Kraft HR to produce new staff handbook and employment contracts

**26/03/214** 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:

**26/03/215** Receive and note grievance submitted and form HR panel to address grievance in line with STC procedures – previously circulated

**26/03/216** To engage with HR Consultant to proceed as directed by Full Council – verbal update

**26/03/217** Items for communication

**26/03/218** Items for discussion at next meeting

- Review new contract
- Review of remaining job descriptions
- Review of new Staff Handbook
- Harassment Training
- Option to wear body cam
- Review of Councillors' Handbook

**26/03/220** Date of next meeting: Wednesday 29 April 2026 at 7pm