

## **Extra HR Committee Meeting**

**Date: Thursday 19<sup>th</sup> March 2026**

**Venue: The Old Court House**

**Present:** Cllrs: Malcolm Brock, Jeremy Berridge, Peter Harris, Karen Roberts (Chair), Natalie Galley (Clerk) and Lyn Harris (note taker)

**26/03/210 Apologies:** Cllr Penny Rainbow, Jamie Bostock

**26/03/211 To receive any declarations of interest:**

None

**26/03/212 To approve Minutes previous meetings: 26<sup>th</sup> February 2026**

Amendment: In the staff handbook to insert "amend as comments listed above" (see minutes of 18<sup>th</sup> March Full Council meeting)

Approved unanimously

**26/03/213:** To engage Kraft consultant in reviewing STC HR Handbook and contracts

Ask Kraft for advice and for a price to overhaul the handbook. Lyn Harris to put all live HR policies in a folder for the Clerk – they can be amalgamated into the new HR handbook. STC Full Council, has set a deadline for this as the 19<sup>th</sup> April but this deadline may not be met.

Approved unanimously

**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:**

Approved unanimously

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

Proposal to select three Councillors to form a panel to look at the grievance – as per policy.

Proposed to appoint: Peter Harris (Convenor), Penny Rainbow, Jamie Bostock

Proposed: Karen Roberts

Seconded: Malcolm Brock

Approved unanimously

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

Proposal to select three Councillors to form a panel to action.

Proposed to appoint: Karen Roberts, Jem Berridge, Tracey Jevons-Hazard

Proposed: Karen Roberts

Seconded: Malcolm Brock

Agreed unanimously

HR consultant has already spent 4 hours and anticipates another 3 hours are needed to complete the process of reviewing and update Staff Handbook.

It was agreed that the appointed panel would report at the next HR meeting and provide a verbal update at the 15 April Full Council meeting.

Proposed: Karen Roberts  
Agreed unanimously

Seconded: Malcolm Brock

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

None

**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

**26/03/219 Date of next meeting:** Wednesday 29 April 2026 at 7pm