

# Southwell

TOWN COUNCIL

The Old Courthouse  
Burgage, Southwell  
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**Notice of Meeting:** HR COMMITTEE MEETING  
**Date and Time:** 29 April 2026 – 19.00  
**Venue:** The Old Courthouse, Small Courtroom

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

- 26/04/220** Apologies for absence:
- 26/04/221** 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.*
- 26/04/222** To approve Minutes previous meetings:  
**222.1** HR Committee Thursday 19th March 2026 – previously circulated  
**222.2** Matters arising
- 26/04/223** To approve organisation staffing structure for STC – previously circulated
- 26/04/224** To agree the role of Finance Assistant for recommend to Full Council – previously circulated  
**224.1** Job description  
**224.2** Person specification  
**224.3** Evaluation process
- 26/04/225** To agree the role of Receptionist Administrator and recommend to Full Council – previously circulated  
**225.1** Job description  
**225.2** Person specification  
**225.3** Evaluation process
- 26/04/226** Review and agree new overtime and time off in lieu policy – previously circulated
- 26/04/227** Review the proposed Employment Contract – previously circulated
- 26/04/228** Review the proposed Staff Handbook – previously circulated
- 26/04/229** 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:
- 26/04/230** Review, consider and agree recommendation to Full Council regarding settlement agreement – previously circulated
- 26/04/231** Items for Communication
- 26/04/232** Items for discussion at next meeting:  
Review Appraisal system  
Review other job descriptions  
Grounds staff should be offered the option to wear body cameras

26/04/233 Date of next meeting: TBC - June 2026 at 7pm

  
Natalie Galley  
Clerk to the Council

22/04/26