

Notice of Meeting: HR COMMITTEE MEETING
Date and Time: 11 June 2026 – 10.00
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

- 26/06/235 Apologies for absence:**
- 26/06/236 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.
- 26/06/237 To approve Minutes previous meetings:**
237.1 HR Committee Thursday 29th April 2026 – previously circulated
237.2 Matters arising
- 26/06/238 To agree the role of Deputy Clerk for recommendation to Full Council –**
previously circulated
238.1 Job description
238.2 Person specification
238.3 Evaluation process
- 26/06/239 To agree the role of Estate Operations Officer for recommendation to Full**
Council – previously circulated
239.1 Job description
- 26/06/240 To review the proposed Employment Contract –** previously circulated
- 26/06/241 To review the proposed Staff Handbook –** previously circulated
- 26/06/242 To approve pay period adjustment proposal and updated pay policy**
content – previously circulated
- 26/06/243 To approve the updated Time off in Lieu Policy –** previously circulated
- 26/06/244 To approve Volunteer and Work Experience documentation –** previously
circulated
- 26/06/245 To resolve on whether the Committee 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:
- 26/06/246 Clerk probationary period review –** previously circulated
- 26/06/247 Items for communication:**
To note update to employment law – presentation slides previously circulated
- 26/06/248 Items for discussion at next meeting:**
248.1 To approve appraisal process and content
248.2 To review updated policies resulting from new employment law
- 26/06/249 Date of next meeting: 24 June 2026 at 19:00**