The Old Courthouse
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MINUTES

Meeting: **HR COMMITTEE MEETING**
Date and Time: **6 August 2026 – 10.00am**
Venue: **The Old Courthouse, Small Courtroom**
Present: **Cllrs K Roberts, J Berridge, P Rainbow, L Harris, P Harris, T Jevons-Hazzard, P Rainbow & Clerk N Galley.**

26/08/261 **Apologies for absence: Cllr M Brock**

26/08/262 **To receive any declarations of interest: None**

26/08/263 **To approve Minutes of previous meetings:**
263.1 HR Committee 29 April 2026 – approved unanimously
263.2 HR Committee 29 April 2026 – approved unanimously
263.3 Matters arising – none

26/08/264 Chairs notices and updates on progress of the following positions:
264.1 Administrative Assistant: accepted position – noted
264.2 Finance Assistant: ongoing – noted
264.3 Deputy Clerk: interview panel nominated: Cllr K Roberts, L Harris, T Jevons-Hazzard, J Berridge – approved unanimously

26/08/265 **Proposal to recommend NALC model employment contract, with STC amends to approval at Governance & Finance Committee** – approved unanimously

26/08/266 Proposal to agree Performance Improvement Policy, Procedure and Plan.
To change all reference to of Improvement to Management (ie Performance Management Policy, Procedure and Plan) – approved unanimously

26/08/267 Proposal to agree Appraisals forms and Policy – approved unanimously

26/08/268 Proposal to agree staff out-of-hours emergency call-out recompense.
The decision was taken to agree time-off in-lieu as recompense for all out-of-hours call-outs – approved unanimously

26/08/269 To agree staff request for staff representation on the HR Committee.
The decision was taken to allow a member of staff to attend the HR Committee meeting as part of their working day, except for closed sessions where personal/confidential data about another member of staff was on the agenda – approved unanimously

26/08/270 **To consider staff request for an HR representative on the HR Committee.**
The HR committee has delegated authority to request HR support when needed – approved unanimously

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26/08/271 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

26/08/272 Estate Operations Manager: to agree salary recommendation for approval at Governance & Finance – approved unanimously

26/08/273 Estate Operations Officers: to agree salary recommendation for approval at Governance & Finance – approved unanimously

26/08/274 Items for Communication – none

26/08/275 Items for discussion at next meeting – none

26/08/276 Date of next meeting: 28th October 2026 at 7pm

Minutes: Cllr Karen Roberts

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