



# SUNNINGDALE PARISH COUNCIL

## HR Committee

Thursday 11 September 2025 at 9:00 am

This meeting will be held at  
The Community Room, Broomhall Recreation Ground.

## Agenda

### Invited to Attend:

Cllr Buxton, Cllr Evans, Cllr Hilton (Chair), Cllr Morgan and Cllr Penney

Members of the Public are welcome to attend the meeting.

### HRC 9 / 25 Attendance and Apologies for absence

To receive for approval any apologies for absence and if appropriate any requests to defer receiving an acceptance of office to a later meeting.

### HRC 10 / 25 Disclosable pecuniary interests and other registerable interests

To receive from members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Sunningdale members' Code of Conduct.

### HRC 11 / 25 Approval of the Minutes of the meeting of 17 June 2025

**DECISION:** The minutes are to be signed by the Chair as an accurate record of the meeting.

### HRC 12 / 25 To resolve to exclude of members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following items by reason of the confidential nature (detail of staffing arrangements) of the business to be transacted.

### HRC 13 / 25 Review of the Grievance Policy (adopted February 2021)

**DISCUSSION:** To review the Grievance Policy and procedure adopted in February 2021. (As per meeting 17 June HRC5 /25)

### HRC 14 / 25 Code of Conduct Policy Review (adopted July 2021)

**DISCUSSION:** To review the Code of Conduct Policy adopted in July 2021.

HRC 15 / 25    **Officer Handbook and policies**

**DECISION:**    To discuss the feedback to Croner regarding the handbook.

HRC 16 / 25    **Risk Register – Council Management**

**DISCUSSION:**    To discuss the items highlighted with a moderate to severe risk, on the Council Management section of the risk register.

HRC 17 / 25    **Training and Development Policy**

**DISCUSSION:**    To consider a Training and Development Policy that has been written by the Deputy Clerk.

HRC 18 / 25    **Update from the Clerk**

**TO NOTE:**    To receive an oral update from the Clerk.

## **Confidential Part 2**

HRC 19 / 25    To receive an oral update from the Chair of the Grievance Committee



Natalie Hayes, Clerk

3 Sept 2025