



HR Committee Meeting Minutes Thursday 11 September 2025

HRC 9 / 25 Attendance and apologies.

Attendance: Cllr Hilton (Chair), Cllr Buxton, Cllr Evans and Cllr Morgan

Absent: Cllr Penney

In Attendance: Natalie Hayes - Clerk

HRC 10 / 25 Disclosure of pecuniary interests and other registerable interests

No members declared a personal interest in any items on the agenda.

HRC 11 / 25 To approve the minutes of the HR Sub-Committee meeting 17 June 2025

RESOLVED: That the HR Committee approved minutes of the HR sub-Committee meeting held on 17 June 2025. The Chair signed the minutes as an accurate record of the meeting.

HRSC 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.

TO NOTE: The exclusion of the public, originally listed as item 12, was moved to item 16 during the meeting to allow all public business to be completed first.

HRC 13 / 25 Review of the Grievance Policy Adopted February 2021

TO NOTE: A discussion took place regarding aspects of the policy that require updates. The summary document outlining the proposed changes will be circulated at the next Full Council meeting.

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

TO NOTE: A discussion took place regarding aspects of the policy that require updates. The proposals include declaring all gifts, regardless of value, to ensure the council remains open and transparent, as well as clarifying the process for making complaints and the associated timescales. A summary document outlining the proposed changes will be circulated at the next Full Council meeting.

HRC 15 / 25 Officer Handbook and Policies

TO NOTE: The clerk will circulate a document with amendments to the HR Committee to review and share with Croner. To make this process easier, it was suggested that access to Adobe

Creative Suite be purchased to support the updating of documents and other administrative tasks within the office.

[Further to the meeting, the Clerk has arranged a meeting with Croner to discuss both subjects.]

HRC 16 / 25 Risk Register – Council Management

TO NOTE: The risks identified under Council Management were discussed. Councillors with further feedback were asked to send it to the Clerk via email.

Confidential Part 2 of the agenda was conducted after agenda item HRC 16/25 as Cllr Evans needed to leave the meeting earlier.

HRC 17 / 25 Training and Development Policy

TO NOTE: A discussion took place regarding aspects of a draft policy before it is taken to Full Council for approval and adoption. The proposals included the volunteer section and a review of the wording in the training evaluation paragraph. A draft policy will be circulated for approval at the next Full Council meeting.

HRC 18 / 25 Update from the Clerk

TO NOTE: The Clerk advised the HR Committee that the Deputy Clerk, Nikki Tomlinson, is now CILCA qualified. Cllr Morgan asked if the council could apply for GPC.

[Subsequent to the meeting, the Clerk confirmed that the General Power of Competence is only available to councils where the proper officer (the Clerk) is qualified].

The meeting started promptly at 9.00 am and closed at 10.20 am.

Cllr Evans left the meeting at 9.57 am.

Signed as a true record of the meeting:

Signed: _____

Dated: _____