



HR Committee
Tuesday 12 March 2026 at 10:00 am

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

Agenda

Councillors

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

You are hereby summoned to attend the HR Committee meeting on the above date and time.

HRC 45 / 25 Chair welcome

Chair to welcome those present to the meeting, reminding them that all mobile devices are switched to silent for the duration of the meeting.

A reminder to all in attendance of the fire safety regulations for the venue of the meeting.

HRC 46 / 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 47 / 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 48 / 25 Minutes of Extraordinary HR meeting 4 December 2025 and 15 January 2026

DECISION: To approve the minutes of the Extraordinary HR committee held on 4 December 2025 and 15 January 2026.

HRC 49 / 25 Mobile Phone Policy

DISCUSSION: To review the mobile phone policy before submitting to council for approval.

HRC 50 / 25 Staff Handbook

DISCUSSION: To receive an update from the Clerk regarding the staff handbook.

HRC 51 / 25 Company Vehicle Rules

DISCUSSION: To review the company vehicle rules before submitting to council for approval.

HRC 52 / 25 Expenses Policy

DISCUSSION: To review the expenses policy before submitting to council for approval.

HRC 53 / 25 TOIL Policy

DISCUSSION: To review the TOIL policy before submitting to council for approval.

HRC 54 / 25 Code of Conduct Policy Review

DISCUSSION: To review the code of conduct policy before submitting to council for approval.

HRC 55 / 25 Appointment of Vice-Chair of the HR Committee

DECISION: To appoint a Vice-Chair for the HR Committee.

HRC 56 / 25 Information Sharing

To share any relevant updates with the HR Committee.

HRC 57 / 25 To resolve to exclude members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted (staffing arrangements).

Part 2 – Confidential

HRC 58 / 25 Update from the Chair of the HR Committee

DISCUSSION: To receive an update from the Chair of the HR Committee.

Supporting documents for agenda items will be circulated to committee members prior to the meeting.



Natalie Hayes, Clerk and RFO

5 March 2026