



HR Committee

Thursday 10 September 2026 at 9:30 am

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

Agenda

Councillors

Cllr Evans (Chair), Cllr Hilton, Cllr Buxton, Cllr Coxon.

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

HRC 16 / 26 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 17 / 26 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 18 / 26 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 19 / 26 Minutes of HR meeting 9 June 2026

DECISION: To approve the minutes of the HR Committee held on 9 June 2026.

HRC 20 / 26 Driving for work Policy

DECISION: To approve the Driving for work policy before submitting to council for adoption.

HRC 21 / 26 Expenses Policy

DECISION: To approve the Expenses Policy before submitting to council for adoption.

HRC 22 / 26 Mobile Phone Policy

DISCUSSION: To discuss the Mobile Phone Policy (following prior review)

HRC 23 / 26 Lone worker Policy

DISCUSSION: To discuss the proposed policy for Lone working and make recommendations.

HRC 24 / 26 Clerks Report

DISCUSSION: To receive a report from the Clerk on HR matters relating to job descriptions, pay review, workload and priorities.

HRC 25 / 26 Date of next meeting

TO NOTE: To note the date of the next HR Committee meeting on the 12 November 2026 and bring forward any relevant updates from the members of the committee and the Clerk.

HRC 26 / 26 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 27 / 26 Update from the Chair of the HR Committee

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

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



Natalie Hayes, Clerk and RFO

3 September 2026