



HR Committee Meeting Minutes Thursday 10 September 2026

HRC 16 / 26 Chair welcome

The Chair opened the meeting and reminded attendees of the fire regulations and to switch mobile phones to silent.

HRC 17 / 26 Attendance and Apologies for absence

Attendance: Cllr Evans (Chair), Cllr Buxton, Cllr Hilton (Vice-Chair), and Cllr Penney

Apologies: Cllr Coxon

In Attendance: Natalie Hayes – Clerk/RFO

TO NOTE: Cllr Penney was inadvertently omitted from the agenda attendance list. It was confirmed that all members of the committee received the agenda and meeting invitation in advance and were aware of the meeting. The omission was an administrative oversight, and checks will be made to ensure all councillors are correctly listed on future agendas.

HRC 18 / 26 Disclosable pecuniary interests and other registerable interests

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

HRC 19 / 26 Minutes of HR meeting 9 June 2026

RESOLVED: The minutes of the HR Committee meeting held on 9 June 2026 were approved and signed by the Chair of the Committee.

HRC 20 / 26 Driving for work Policy

It was noted that policies should clearly distinguish between councillors and volunteers, and that existing policies will be reviewed to ensure terminology is consistent.

RESOLVED: That the Driving for work Policy be recommended to Full Council for adoption.

HRC 21 / 26 Expenses Policy

RESOLVED: That consideration of the Expenses Policy be deferred pending further amendments. An extraordinary meeting of the HR Committee was requested for 17 September 2026 to consider the amended policy prior to recommendation to Full Council.

HRC 22 / 26 Mobile Phone Policy

RESOLVED: That consideration of the Mobile Phone Policy be deferred pending further amendments and that the revised policy be considered at the extraordinary HR Committee meeting on 17 September 2026.

HRC 23 / 26 Lone worker Policy

TO NOTE: Members discussed the distinction between Council policy and operational procedures managed by The Clerk. It was agreed that the policy should focus on the Council's responsibilities and duty of care, with operational procedures maintained separately.

ACTION: The Clerk, in liaison with Cllr Evans, will redraft the policy for future consideration.

HRC 24 / 26 Clerks Report

TO NOTE: The Clerk reported that officers are undertaking a workload review to better understand workload pressures and support future officer planning.

Initial discussions are also taking place regarding apprenticeship opportunities and seasonal staffing support during peak periods. The committee supported further exploration of these options as part of future budget planning.

The committee noted that the Deputy Clerk and Facilities Officer had each completed five years' service.

HRC 25 / 26 Date of next meeting

TO NOTE: The date of the next meeting is Thursday 12 November 2026

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).

RESOLVED: To exclude members of the public and press under the Public Bodies (Admission to Meetings) Act 1960 due to confidential business.

Part 2 – Confidential

HRC 27 / 26 Update from the Chair of the HR Committee on a HR Matter

Even though the content of this part of the meeting is confidential, the minutes of the meeting are not.

The Chair, Cllr Evans provided an update regarding a HR matter. The Committee noted that a report would be presented to council once the matter had been clarified and was ready to progress.

The committee received an update from The Clerk on the completion of annual officer appraisals, including a review of job descriptions and job evaluation.

The meeting started at 9.35am and closed at 11.02am.



Natalie Hayes
Clerk and RFO

21 September 2026