Extraordinary HR Committee Meeting Minutes
Thursday 19 October 2026

HRC 33 / 26 Chair welcome

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

HRC 34 / 26 Attendance and Apologies for absence

Attendance: Cllr Evans (Chair), Cllr Buxton, and Cllr Hilton (Vice-Chair)
Apologies: Cllr Coxon and Cllr Penney
In Attendance: Natalie Hayes – Clerk/RFO

HRC 35 / 26 Disclosable pecuniary interests and other registerable interests

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

HRC 36 / 26 Minutes of 10 and 17 September 2026

RESOLVED: approve the minutes of the 10 September 2026 and the extraordinary meeting on the 17 September 2026.

HRC 37 / 26 Appointment of Vice-Chair of the HR Committee

RESOLVED: appoint Cllr Penney as Vice-Chair of the HR Committee.

HRC 38 / 26 Standing Orders - Handling Staff Matters

Members recognised that contradictions between documents created uncertainty over who is responsible for conducting staff appraisals.

RESOLVED: That the Clerks appraisal should be prioritised and completed as soon as possible. A recommendation should be taken to Council to authorise the appraisal process. Standing Orders, terms of reference and Scheme of Delegation need to be brought into alignment.

TO NOTE: Cllr Coxon offered to assist with drafting an appraisal and supervision policy.
HR discussion and records must be treated confidentially. Relevant sections of Standing Orders may need re-ordering or clarification to better reflect the importance of confidentiality in staff matters.

Members agreed that committee agendas and non-confidential papers should be circulated to all councillors where possible. Earlier circulation would improve understanding and reduce debate at Council meetings.

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HRC 39 / 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 40 / 26 Budgets for 2027/28

TO NOTE: The Committee reviewed the initial staffing budget assumptions and emphasised the need for transparency and justification for all staffing expenditure.

RESOLVED: To provide additional details in staffing budget papers, particularly around mentoring and training costs.

The meeting started at 09.32am and closed at 11.00am.

Signed as a true record of the meeting:

Signed: _____

Dated: _____

N Hayes.

Natalie Hayes
Clerk and RFO

5 November 2026

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