ST AGNES PARISH COUNCIL
Parish Clerk: Catherine Nutting LLB, PGDip, BA (Hons), PSLCC
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HR Committee Meeting Agenda

25th June 2026

Notice of Meeting

Date: 1st July 2026
Time: 10:30
Place: Parish Rooms, 17 Vicarage Rd, St Agnes, TR5 0TL

Summons to Attend

TO MEMBERS OF THE HR COMMITTEE:
Councillors: Kimberley, Palombo, Pudney, Clark, Law.

I hereby give you notice that a meeting of the Human Resources Committee of St Agnes Parish Council will be held as detailed above in the Notice of Meeting. All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.
Yours sincerely
Catherine Nutting, Parish Clerk

Press & Public

Members of the press and public are invited to attend. Meetings are held in public and may be filmed or recorded by broadcasters, the media or members of the public. Members of the public are advised that they will be excluded from the meeting after item "Public Bodies (Admissions to Meetings) Act 1960".

Biodiversity

The Council has a duty to conserve and enhance biodiversity and must consider what policies, objectives, and action it can take, consistent with the exercise of its functions, to further the general biodiversity objective. Natural Environment and Rural Communities Act 2006, s.40 & Environment Act 2021, s.102

Youth Strategy

The Parish Council is committed to supporting children and young people through its adopted Youth Strategy which shall inform all its decision-making.

Agenda

1. **Election of Chair of the committee 2026/27**

To elect as above.
Time estimate: 2 mins

2. **Election of Vice Chair of the committee 2026/27**

To elect as above.
Time estimate: 2 mins

3. **Apologies for absence**

To receive and approve any apologies.
Time estimate: 1 min

4. **Declarations of interest/Request for dispensations**

To receive any declarations of interest. To **RESOLVE** to grant dispensations where appropriate.
Time estimate: 1 min

5. **Committee Terms of Reference**

To receive a report and recommended changes and **RESOLVE** to make recommendations to Full Council.
Time estimate: 3 mins

6. **Committee meeting minutes: 17th December 2025**

To **RESOLVE** that the Minutes (both public & confidential) as above, having been previously circulated, be taken as read, approved and signed
Time estimate: 1 min

7. **Annual Review of Employee Handbook 2026**

To receive a report and updated version of the Handbook from WorkNest to ensure it complies with recent changes in HR/employment law and **RESOLVE** to adopt.
Time estimate: 1 min

8. **Public Bodies (Admissions to Meetings) Act 1960**

To **RESOLVE** that in view of the confidential or special nature of the business about to be transacted it is advisable that the press and public be excluded and instructed to withdraw during the discussion for the following items: 9-13.
Time estimate: 1 min

9. **Recruitment update**

a. To **RECEIVE** a verbal update from the Clerk regarding newly recruited staff and to **RESOLVE** completion of their contractual probationary period.
b. To **RECEIVE** a confidential report and verbal update from the Clerk regarding the recruitment of a Deputy Clerk (H34/25, 17.12.2025) and consider employment law advice from WorkNest and **RESOLVE:**
   - To undertake an internal recruitment process for the Deputy Clerk role; job description and person specification as previously approved by the Committee (H34/25, 17.12.2025) for 30 hours per week. Panel to include the Clerk and one or two HR Committee Members, subject to availability.
   - To advertise and recruit on Indeed and assign an interview panel with full authority to shortlist, interview and appoint an Administration & Finance Assistant with Planning Support | 30 hours per week | LC1 (13 – 17) | Panel to include the Clerk and one or two HR Committee Members, subject to availability. Job description and person specification as previously approved by the Committee (H14/25, 05.08.2025) with slight revision to the expectation that the role will take over responsibility for the Planning Committee.

   Time estimate: 10 mins

10. **Flexible working request and contract update**

To **RECEIVE** a confidential report and verbal update from the Clerk as above and **RESOLVE** to approve and make the necessary contractual changes.
Time estimate: 5 mins

11. **Facilities Operative - Job Description and Lone Working Risk Assessment**

To **RECEIVE** a confidential report and verbal update from the Clerk as above and **RESOLVE** to approve the recommended changes.
Time estimate: 2 mins

12. **Confidential staffing update - outcome of informal fact-finding**

To **RECEIVE** and **NOTE** a confidential report and verbal update from the Clerk as above.
Time estimate: 2 mins

13. **Staff Appraisals**

To **RECEIVE** and **NOTE** all staff 2025-26 appraisals and **RESOLVE** any follow-up course of action as necessary.
Time estimate: 10 mins