

15th July 2026

To Members of the Treverbyn Parish Council Human Resources Committee

Dear Councillor,

You are hereby summoned to attend a **Human Resources Committee Meeting** of Treverbyn Parish Council to be held at the Parish Offices, Rockhill Business Park, Higher Bugle, PL26 8RA on ***Tuesday 21st July 2026 commencing at 6:30pm*** for the purpose of transacting the business stated in the agenda below.

Given under my hand,

D. R. Hawken

Mr Darren R. Hawken
(Clerk and Responsible Finance Officer)

Note: Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.

Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), the Council is unable to make any decision on matters not listed within the agenda.

Under the Local Government Act (LGA) 1972 s101, supported by Regina V Secretary of State for the Environment ex parte London Borough of Hillingdon 1986 case law, no one councillor can make a decision on behalf of the Council.

AGENDA

1. Election of Chair

To elect the Chair of the Human Resources Committee for the municipal year 2026/2027.

2. Election of Vice-Chair

To elect the Vice-Chair of the Human Resources Committee for the municipal year 2026/2027.

3. Apologies for Absence

To receive and approve apologies for absence.

4. Declarations of Interest

a) Pecuniary Interests: To receive Declarations of Pecuniary Interests as declared on the Register of Interests.

b) Non-registerable Interests: To receive Declarations of Non-registerable Interests.

c) Dispensations: The Clerk will consider and report on any requests for dispensation in line with the Council's Code of Conduct.

d) Gifts & Hospitality: To declare any gifts or hospitality in line with the Council's Code of Conduct.

5. Public Participation

To receive questions or statements from members of the public in accordance with the Council's Standing Orders.

6. Minutes of the previous meeting

To approve as a correct record the minutes of the previous Human Resources Committee meeting held on Tuesday 20th January.

7. Matters Arising from the previous meeting

To receive updates on actions arising from the previous meeting not covered elsewhere on the agenda.

8. Staffing Update

To receive a general staffing update from the Clerk.

9. Training

To consider any training undertaken and identify future training requirements for staff.

10. Human Resources Work Programme 2026/2027

To note the timetable for HR business during the municipal year, including:

- October: Staff appraisals.
- Pay Awards.
- Ongoing policy reviews as required.
- Staff training and development.

11. Policies

To review and recommend adoption of any employment-related policies due for review, including (*where applicable*):

- Grievance Policy
- Disciplinary Policy
- Equality and Diversity Policy
- Health and Safety Policy
- Lone Working Policy
- Flexible Working Policy
- Annual Leave and Sickness Absence Procedures

12. Exclusion of Press and Public

To RESOLVE that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following items due to the confidential nature of the business concerning employees.

13. Confidential Staffing Matters

To consider any confidential staffing matters requiring committee decision, including (*where applicable*):

- Staffing issues.
- Employee welfare.
- Performance matters.
- Disciplinary or grievance matters.

- Recommendations to Full Council.

14. Date of Next Meeting

To note the date of the next Human Resources Committee meeting –
Tuesday 20th October, 2026

END