

14th October 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 20th October 2026 commencing at 6:00pm*** 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. Apologies for Absence

To receive apologies for absence and consider any reasons submitted.

2. Declarations of Interest and Dispensations

To receive declarations of registerable and non-registerable interests relating to agenda business, declarations of gifts or hospitality where relevant, and to report any dispensations requested or granted in accordance with the Council's Code of Conduct.

3. Public Participation

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

4. Minutes of the Previous Meeting

To approve as a correct record the minutes of the Human Resources Committee meeting held on Tuesday 21 July 2026.

5. Matters Arising and Action Updates

To receive progress updates on matters arising from the previous meeting which are not otherwise included on this agenda. No decisions will be taken on matters not separately specified.

6. Staffing and Establishment Overview

To receive a general update from the Clerk on staffing arrangements and operational workforce matters, insofar as these can be discussed in public.

7. Staff Training and Development

To review training undertaken since the previous meeting, consider outstanding staff development needs and agree appropriate priorities or recommendations for the remainder of 2026/27.

8. HR Priorities and Forward Work Programme 2026/27

To consider and agree the Committee's priorities and forward work programme for the remainder of the 2026/27 municipal year, including the review of employment policies and procedures, staff training and development, and other matters falling within the Committee's terms of reference.

9. Employment Policies and Procedures

To consider and review the following new HR policies and procedures, as requested under Min HRC22/26:

1. Draft Lone Working Policy.
2. Draft Annual Leave and Sickness Absence Procedures.
3. Review of the existing Flexible Working Policy.

To resolve to recommend the adoption of the new policies and procedures, together with any proposed amendments to the Flexible Working Policy, to Full Council for approval.

10. Staff Wellbeing and Welfare

To review the Council's arrangements for promoting and supporting staff wellbeing, consider any general workplace welfare matters, and identify any areas for improvement or recommendations to Full Council.

11. Exclusion of Press and Public

To RESOLVE that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded during consideration of the following item on the grounds that confidential information relating to individual employees may be disclosed, and that the public interest in maintaining confidentiality outweighs the public interest in disclosure.

12. 2026 Staff Appraisals (Confidential)

To receive an update on the 2026 staff appraisal process, consider any overarching training or development themes and determine any actions or recommendations within the Committee's delegated remit.

END