Treverbyn Parish Council

Human Resources Committee Meeting

Tuesday 20th October, 6:00pm

Parish Offices, Rockhill Business Park, Higher Bugle

Present: Cllr Mrs. A Double (Chair), Cllr B Hollis (Vice-Chair), Cllr L Allen, Cllr P Highland, Cllr O Kimber and Cllr M Shand.

Also in attendance: The Clerk, Mr D Hawken.

Min HRC25/26 - Apologies:

Apologies were received from Cllr M Luke

It was **RESOLVED** to accept the apology.
Proposed: Cllr M Shand, Seconded: Cllr L Allen. All in Favour.

Min HRC26/26 – Declarations of Interest

None recorded

Min HRC27/26 – Public Participation

There were no members of the public in attendance, and therefore no matters were raised under this agenda item.

Min HRC28/26 – Minutes of the Previous Meeting held on 21st July 2026

The minutes of the Human Resources meeting held on the 21st July 2026 had been published and circulated to all Committee Members in advance of the meeting. They were duly accepted as a true and accurate record.

Proposed: Cllr O Kimber, Seconded: Cllr L Allen. All in favour.

Min HRC29/26 – Matters arising from the Previous Minutes

The Clerk went through the minutes of the previous meeting, highlighting the progress made on various action points.

Min HRC30/26 – Staffing and Establishment Update

The Clerk provided Members with a verbal update on the Parish Council's contractor arrangements, specifically the three distinct areas of grass cutting, general maintenance and playground maintenance. Members were advised that

the relatively new structure, which clearly separates responsibilities across these three key areas, is working well and proving effective.

The Clerk further reported that, at a recent meeting of the Finance and General Purposes Committee, it had been resolved to proceed with a formal tendering process for the cleaning of all Parish Council-owned bus shelters, noticeboards and Parish Offices. This would replace the existing non-contractual arrangement and establish a more formalised approach to the provision of these services.

Min HRC31/26 – Staff Training and Professional Development

The Clerk provided Members with a verbal update on the training undertaken by both members of staff since the previous HR Committee meeting.

The Clerk also outlined his own continuing professional development, including attendance at Clerks' meetings, conferences and networking events, highlighting the value of these opportunities in maintaining professional knowledge, sharing best practice and developing relevant skills.

It was noted that professional development had also been discussed during the staff appraisal process and would be considered further under Agenda Item 12.

Min HRC32/26 – Human Resources Priorities and Work Programme 2026/27

The Clerk advised Members that the proposed adoption of three new policies would be considered under Agenda Item 9. Furthermore, building on discussions under the preceding agenda item, matters relating to further staff training and professional development would be addressed under Agenda Item 12.

Min HRC33/26 – Employment Policies and Procedures (HR-related)

It was **RESOLVED** to recommend to Full Council, the adoption of the following Human Resources policies:

1) *Lone Working Policy*
   Proposed: Cllr Mrs A. Double, Seconded: Cllr M Shand. All in Favour

2) *Sickness Absence Policy and Procedures*
   Proposed: Cllr L Allen, Seconded: Cllr B Hollis. All in Favour

3) *Flexible Working Policy and Procedures*
   Proposed: Cllr L Allen, Seconded: Cllr M Shand. All in Favour

<u>Min HRC34/26</u> – Staff Wellbeing and Welfare

It was reported that the installation of the new door entry system represented a positive step forward in enhancing staff safety and welfare. Furthermore, the proposed adoption of a new Lone Working Policy, to be considered under Agenda Item 9, would provide an additional safeguard and further demonstrate the Parish Council's commitment to promoting staff wellbeing and a safe working environment.

No further matters were raised under this item.

<u>Min HRC35/26</u> –Exclusion of Press and Public

It was **RESOLVED**, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that the press and public be excluded from consideration of the following agenda item, on the grounds that its confidential nature would make public discussion prejudicial to the public interest.

It was noted that no members of the press or public were in attendance.

Proposed by: Cllr Mrs A. Double, Seconded by: Cllr B Hollis, All in favour.

<u>Min HRC36/26</u> – Confidential Staffing Matters

- *Staff Appraisals*

Members received an update on the staff appraisals undertaken for the Clerk and Administrator, including the outcomes and agreed action points arising from each appraisal.

RESOLVED: That the Council notes the completion of both staff appraisals, together with the outcomes and agreed action points.

Proposed: Cllr Mrs A. Double, Seconded: Cllr M Shand. All in favour.

There being no further business, the Chairman thanked Councillors for attending the meeting and duly closed the meeting at 7.00pm.

Signed:

Chairman…….. Date……