



Office 16, Staveley Hall
Staveley Hall Drive, Staveley
Chesterfield S43 3TN
www.staveleytowncouncil.gov.uk
info@staveleytowncouncil.gov.uk
Tel: 01246 473132

To: **Members of the HR Committee of
Staveley Town Council**

8 July 2025

Dear Councillor

You are hereby summoned to attend a meeting of the HR Committee to be held at 2.00 pm on Tuesday 15 July 2025 at Staveley Hall.

Members are asked to sign the attendance sheet for the meeting, available in the room.

In the interests of the smooth running of the meeting, queries about any of the items on the agenda are requested to be submitted 2 days prior to the meeting to enable the Clerk to provide a comprehensive response.

Please ensure that confidential papers are kept secure prior to, and not left in the meeting room following, the meeting.

Yours sincerely

Sabrina Doherty
Town Clerk and Financial Officer

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting.

Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. The Clerk will record meetings for the purposes of the minutes.

AGENDA

- 1. Election of Chairman of the Committee**
- 2. Election of Vice-Chairman of the Committee**
- 3. To Note Apologies for Absence**
- 4. To Receive Declarations of Interests**
Members are invited to declare disclosable pecuniary interests and other interests in items on the Agenda as required by the Staveley Town Council Code of Conduct for members and by the Localism Act 2011.
- 5. Minutes of the Previous Meeting**
To approve and sign the minutes of the meeting held on 11 June 2024 as a correct record.
- 6. Appointment of a Grievance, Disciplinary and Appeals Panel**
To confirm the appointment of a Grievance, Disciplinary and Appeals panel which can be convened as required, members to be drawn from members of the HR Committee. NB members hearing a grievance or disciplinary matter will not be selected for a related Appeals panel in accordance with ACAS guidelines.
- 7. Staff Handbook**
To consider the newly revised Staff Handbook as prepared by the Council's HR advisors and recommend to Council.
- 8. Health and Safety Handbook**
To consider the newly revised Health and Safety Handbook as prepared by the Council's Health and Safety Advisors and recommend to Council.
- 9. Schedule of Meetings 2025-26**
To confirm the draft schedule of future meetings as follows:
7 October 2025
3 February 2026
7 April 2026
- 10. To determine which items if any from the remainder of the agenda should be taken with the public and press excluded.**

The following motion to be passed at the appropriate time should confidential session be required: *That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters, the public and representatives of the press be excluded from this meeting during the discussion thereof.*
- 11. Staffing Matters**
To consider the confidential report of the Town Clerk and RFO.

Committee Members: Cllr S Bean, S Hartley, P Jacobs, P Mann, E Tidd, P Wilson