

STAVELEY TOWN COUNCIL

Minutes of a meeting of the HR Committee held on 14 July 2026 at 2.00pm in the Frecheville Room at Staveley Hall, Staveley.

Present: Councillors S Hartley, P Mann, E Tidd and P Wilson

In attendance: Mrs S Doherty (Town Clerk and RFO)

HR2627-1 Election of Chairman of the Committee

RESOLVED: That Councillor P Mann be elected Chairman of the Committee for the 2026-27 Municipal year.

HR2627-2 Election of Vice-Chairman of the Committee

RESOLVED: That Councillor S Hartley be elected Vice-Chairman of the Committee for the 2026-27 Municipal year.

HR2627-3 Apologies for Absence

Apologies had been received from Cllr S Bean.

HR2627-4 Declarations of Interest

There were no declarations of interest received.

HR2627-5 Minutes of the Previous Meeting

RESOLVED: That the minutes of the meeting held on 7 April 2026 be approved and signed as a correct record.

HR2627-6 Public Participation

There were no members of public present.

HR2627-7 HR Action Log

Councillors reviewed the action log and noted progress made.

HR2627-8 Workforce Update

Councillors reviewed the recruitment completed since the last meeting and noted new starters and the indication processes in place. The Town Clerk advised that there was currently one vacancy for a Facilities Assistant which had been held back from recruitment pending a review by the operations manager. It was intended that this would now be pushed to recruitment but for 12 hours only.

HR2627-9 Workforce Dashboard

The Town Clerk presented a new workforce dashboard which provided overview information on workforce indicators. This would be updated and provided to the committee quarterly to help them track the health of the Council in relation to the workforce.

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HR2627-10 Workforce Establishment Review

Councillors considered the current establishment and noted some of the suggestions that had been recently made through the staffing team. There were no changes recommended at this stage but the establishment would be considered in October as part of the budget considerations.

HR2627-11 HR Work Programme 2026-27

Councillors reviewed the core work programme.

RESOLVED: that the work programme be approved.

HR2627-12 Training and Development

Councillors noted the update on training progression for the staff team. It was noted that the Town Clerk and Councillor Bean were booked on the DALC day conference in October.

HR2627-13 Health, Safety and Wellbeing

The Town Clerk provided an update on recent risk assessment renewals that had been undertaken and the resulting actions required. These would be drawn up into an action plan and worked through as quickly as possible.

There had been no accidents to date.

Councillors asked what was being done to support staff in the heat and advised that there was another rainwater storage tank to the left of the hall under the flowerbed.

HR2627-14 HR Policy Review

Councillors asked that the complaints policy be brought forward for review to ensure that the procedure for staff was clear as there had been issues with previous staff not following the correct procedure if they wanted to raise an issue.

HR2627-15 Exclusion of Press and Public

RESOLVED:

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.

HR2627-16 Staffing Matters

An update was provided to Councillors on current issues and the actions currently in place to manage and monitor the situations. A further update would be brought to the next meeting or sooner if

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necessary. Councillors noted the report and did not require any further actions to be taken at this time.

HR2627-17 Date of Next Meeting
6 October 2026.

The Chairman closed the meeting at 3pm.

Chairman Signature: _____