

STAVELEY TOWN COUNCIL

Minutes of a meeting of the HR Committee held on 3 February 2026 at 3.00pm in the Frecheville Room at Staveley Hall, Staveley.

Present: Councillors S Bean, S Hartley, and E Tidd

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

HR2526-25 Apologies for Absence

Apologies had been received from Cllrs P Jacobs, P Mann and P Wilson.

HR2526-26 Declarations of Interest

There were no declarations of interest received.

HR2526-27 Minutes of the Previous Meeting

RESOLVED: That the minutes of the meeting held on 9 September 2025 be approved and signed as a correct record.

HR2526-28 Workplace Pension Provision for Staff Transferring to the Charity Trust

Councillors considered the options presented in the report of the Town Clerk and RFO.

RECOMMENDED:

a) That the Council adopt NEST as the workplace pension scheme for new employees taken onto staff that are likely to be transferring to the charity trust.

b) That this be reviewed should the staff numbers increase or organisational complexity change.

HR2526-29 Draft Stress Risk Assessment

Councillors considered the draft risk assessment for stress management in the workplace.

During discussion it was noted that the Town Clerk did not officially have a job description nor was she receiving regular appraisals.

It was suggested that training on the role of Councillors and the Clerk/staff should be started before people became Councillors which might help with some of the issues that crop up and lead to code of conduct complaints.

It was noted that there was not currently an Employee Assistance Programme and that this should be looked into.

It was noted that the Council needed first aiders on staff and suggested that training should be provided for full time staff only.

RECOMMENDED:

- a) That the Council adopt the draft stress risk assessment.
- b) That a draft Job description for the Town Clerk be brought to the next meeting.
- c) That the Council look at putting on Candidate briefing and information sessions in the lead up to the next election period so people could find out more about the Council before standing for election.
- d) That 2 first aiders be trained on staff.

HR2526-30 Review of Staveley Town Council Improvement Plan

Councillors reviewed the plan and it was agreed that the green items put in place for the Bronze Award could be removed to enable clarity on what remained for the next two levels, without forgetting that those things still needed to be in place. Reviews of existing documents etc would be done as business as usual.

The Equality Policy needed to be reviewed and it was asked if the possibility of simply starting the Neighbourhood Plan would count for one of the items or if it needed to be fully in place before the award could be sought. The Clerk would seek clarification.

RESOLVED: That the Equality Policy be brought to the next meeting for review.

The Chairman closed the meeting at 4:27pm.

Chairman Signature: _____