



## **H A D D E N H A M** P a r i s h C o u n c i l

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### **NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE**

Monday 5<sup>th</sup> October 2026, 10:00

Conference Room, Haddenham Village Hall

**Members:** Cllr. Brown, Cllr. Garrett, Cllr. Truesdale (Chair) and Cllr. Wheeler.

#### **To all Members:**

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE MEETING.

Due to the confidential nature of the items on the agenda members of the public and press will be excluded for part of the meeting.

### **AGENDA**

#### **S27 12 APOLOGIES**

To receive any apologies for absence

#### **S27 13 DECLARATIONS OF INTEREST**

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 Councillors should declare any personal, prejudicial or pecuniary interests pertaining to the agenda.

#### **S27 14 MINUTES**

To agree and sign the minutes of the meeting held on 15<sup>th</sup> June 2026.

#### **S27 15 POLICIES**

To review the Prevention of Sexual Harassment Risk Assessment

#### **CONFIDENTIAL ITEMS**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the committee may resolve to exclude members of the public for the following items because of the confidential nature of the business to be transacted.

#### **S27 16 STAFF CONDITIONS OF EMPLOYMENT**

- (i) To review and consider adopting the new staff contract recommended by Worknest and transferring existing staff to the contract.
- (ii) To review and consider adopting the new Staff Handbook drafted by Worknest which will supersede the following policies: Leave Policy, Disciplinary and Grievance Policy, Dignity at Work Policy

#### **S27 17 STAFF APPRAISALS**

To note that interim appraisals are in progress.

**S27 18 REVIEW OF STAFFING LEVELS**

- (i) To review the staffing levels of the office.
- (ii) To note the outcome of recruitment process for a Caretaker.
- (iii) To note the outcome of the recruitment process for a Sports Facilities Maintenance Operative.
- (iv) To review the maintenance team staffing levels and overtime hours.

**S27 19 ITEMS FOR THE NEXT AGENDA**

Review of appraisals  
Consideration of recommended scale point increments.  
Salary budget for 2027/28

**S27 20 DATES OF FUTURE MEETINGS**

Agree a date in November to consider the agenda items above before precept setting.

**CLOSURE OF THE MEETING**



Ms Sue Gilbert  
Clerk to Haddenham Parish Council

Date: 29<sup>th</sup> September 2026