



HADDENHAM Parish Council

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NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE

Monday 15th June 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 01 APOLOGIES

To receive any apologies for absence

S27 02 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 03 TO APPOINT A VICE-CHAIR OF THE COMMITTEE

S27 04 MINUTES

To agree and sign the minutes of the meeting held on 6th November 2024 and the informal meeting held on 17th November 2025.

S27 05 POLICIES

- (i) To review and consider adopting the following as recommended by Worknest, these will supplement the existing Health and Safety Policy:
 - a) Health and Safety Handbook
 - b) Health and Safety Manual
- (ii) To review the Health and Safety Policy
- (iii) To consider the policy on overtime.
- (iv) 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 06 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 07 STAFF APPRAISALS

- (i) To note that year end appraisals have been carried out and objectives have been set for all staff in line with the Business Plan for 2026-27.

- (ii) To review feedback and issues arising from the staff appraisals.

S27 08 REVIEW OF STAFFING LEVELS

- (i) To review the staffing levels of the office
- (ii) To review the maintenance team staffing levels.

S27 08 REQUEST FOR PARENTAL LEAVE

To note the request for paternity leave.

S27 10 ITEMS FOR THE NEXT AGENDA

S27 11 DATES OF FUTURE MEETINGS

5th October 2026 at 10:00.

CLOSURE OF THE MEETING



Ms Sue Gilbert

Clerk to Haddenham Parish Council

Date: 10th June 2026