



HADDENHAM Parish Council

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DRAFT MINUTES PERSONNEL COMMITTEE MEETING

Monday 5th October 2026, 10:00
Conference Room, Haddenham Village Hall

Present: Cllr. Brown, Cllr. Garrett, and Cllr. Truesdale (Chair)

Clerk: Ms. Gilbert

No members of the public

S27 12 APOLOGIES

RESOLVED: To approve apologies for absence from Cllr. Wheeler (holiday).

S27 13 DECLARATIONS OF INTEREST

There were no declarations of interest.

S27 14 MINUTES

RESOLVED: To confirm the minutes of the meeting held on 15th June 2026 as a true record and sign.

S27 15 POLICIES

RESOLVED: To **DEFER** the review the Prevention of Sexual Harassment Risk Assessment to the next meeting as there had not been time to complete this ahead of the meeting.

CONFIDENTIAL ITEMS

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the committee **RESOLVED** 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) The staff contract drafted by Worknest was reviewed and alignment with the Green Book was confirmed in line with the NALC recommended template.

RESOLVED: To adopt the new staff contract and transfer existing staff to the contract after consultation and consideration of any feedback.

- (ii) The new Staff Handbook drafted by Worknest was reviewed and amendments discussed and agreed. This will supersede the following policies: Leave Policy, Disciplinary and Grievance Policy, Dignity at Work Policy.

RESOLVED: To adopt the new staff handbook after consultation with staff and consideration of any feedback.

S27 17 STAFF APPRAISALS

It was noted that interim appraisals are in progress.

S27 18 REVIEW OF STAFFING LEVELS

(i) Staffing levels of the office.

Changes to some staff hours and revision of roles were discussed, and the need to consider additional general admin hours to cover the administration of the new burial ground and management of the new pavilion. The office workload continues to increase with the new facilities to manage and a higher number of resident enquiries.

(ii) Recruitment of a Caretaker.

The role has proved difficult to fill with two good candidates deciding the hours would be difficult to fit in with other commitments. A revised job description that clarifies hours may help.

(iii) Recruitment of Sports Facilities Maintenance Operative.

The role has been offered to Adrian Small who has accepted and will start on 5th October 2026.

(iv) Maintenance team staffing levels and overtime hours.

The team has worked overtime during the summer to carry out some tasks, in particular those that are more difficult to do when the village is busier with traffic during the week. The new equipment for sports pitch maintenance could also include a flail attachment which can be used to for verge and hedge cutting, increasing speed and improving safety for the operatives. With the addition of the Sport Pitch Maintenance Operative and new equipment it is not currently anticipated that the maintenance team will need to expand next year.

S27 19 ITEMS FOR THE NEXT AGENDA

- Review of appraisals
- Consideration of recommended scale point increments.
- Salary budget for 2027/28
- Review of the Prevention of Sexual Harassment Risk Assessment.

S27 20 DATES OF FUTURE MEETINGS

Monday 16th November 2026 at 10:00.

CLOSURE OF THE MEETING

There being no further business to be transacted the Chair closed the meeting at 11:30.

Signed: _____
Chair

Date: 16th November 2026