



Parish Council Office, Banks Park, Banks Road, Haddenham, Buckinghamshire. HP17 8EE
Phone: 01844 292411email: clerk@haddenham-bucks-pc.gov.uk

DRAFT MINUTES

PERSONNEL COMMITTEE MEETING

Monday 15th June 2026, 10:00
Conference Room, Haddenham Village Hall

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

Clerk: Ms. Gilbert

S27 01 APOLOGIES

Apologies for absence were received and accepted from Cllr Brown (work commitment).

S27 02 DECLARATIONS OF INTEREST

There were no declarations of interest.

S27 03 TO APPOINT A VICE-CHAIR OF THE COMMITTEE

It was **PROPOSED**, **SECONDED** and **AGREED** to appoint Cllr Wheeler as Vice-Chair of the committee.

S27 04 MINUTES

The minutes of the meeting held on 6th November 2024 were **AGREED** as a true record and signed. The minutes of the informal meeting held on 17th November 2025 were **NOTED**.

S27 05 POLICIES

- (i) It was **AGREED** to adopt the following as recommended by Worknest:
 - a) Health and Safety Handbook
 - b) Health and Safety Manual (Policy)
- (ii) It was clarified that the Health and Safety Policy is replaced by the Manual which is the new policy document.
- (iii) It was noted that the Grounds Maintenance Team are doing some overtime during the busy summer months. The team are happy to do this, and the amount will be monitored to ensure the total number of hours worked does not exceed the working time directive of 48h per week. The staffing levels will remain under review as additional services are brought in-house and land is adopted. The policy on overtime will be included in the new Staff Handbook.
- (iv) The Prevention of Sexual Harassment Risk Assessment is a new risk assessment that is required and is very detailed so was not ready in time for the meeting.
DEFERRED to the next 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 06 STAFF CONDITIONS OF EMPLOYMENT

- (i) The new staff contract recommended by Worknest was reviewed and **APPROVED**, existing staff will be transferred to the contract when the Staff Handbook to accompany it is ready.
- (ii) The new Staff Handbook drafted by Worknest was reviewed but it was felt more time is needed to confirm the details do not change the staff terms of employment detrimentally. The Handbook will supersede the following policies: Leave Policy, Disciplinary and Grievance Policy, Dignity at Work Policy. Decision **DEFERRED** to the next meeting.

S27 07 STAFF APPRAISALS

- (i) It was **NOTED** 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) The committee received feedback from the staff appraisals. There were no matters of concern.

S27 08 REVIEW OF STAFFING LEVELS

- (i) The two new members of staff have undertaken training and are now significantly helping with the workload. The office remains busy and the additional roles identified in the staffing review to deal with the new burial ground admin and planning are likely to be needed within the next 12 months.
- (ii) The maintenance team staffing levels remain under review through the Facilities Committee.

S27 08 REQUEST FOR PARENTAL LEAVE

It was noted that a request for paternity leave had been received. It was **AGREED** to make Statutory Paternity Pay up to full pay for the leave period.

S27 10 ITEMS FOR THE NEXT AGENDA

Those items deferred above.

S27 11 DATES OF FUTURE MEETINGS

5th October 2026 at 10:00, or sooner if possible to complete the deferred items.

CLOSURE OF THE MEETING

The meeting closed at 12:25

Signed: _____ DRAFT _____
Chair

Date: 5th October 2026