

I hereby give notice of a meeting and summon Members to attend a meeting of the Human Resources Committee on Tuesday 22 September 2026 at 5:30pm in the Town Hall, Bridge Street, Downham Market, Norfolk PE38 9DW.

Members of the public are welcome to attend this meeting.

Signed - Claire Dornan

Role - Town Clerk

Date of Issue – 16 September 2026

Agenda

1. To note apologies for absence.
2. To receive declarations of interest in respect of items on this agenda and to consider any requests for dispensations.
3. To approve the minutes of the Human Resources Committee meeting held on 17 August 2026.
4. Public Participation (Three minutes per person, maximum 15-minute session.)
5. To consider a request from Cllr Campbell-Robb for the Town Council to adopt the Civility & Respect Pledge and, if appropriate, make a recommendation to Full Council.
6. To consider and, if appropriate, recommend the adoption of a Menopause Policy for Council employees.
7. To receive an update on the out-of-hours staff call-out trial.
8. To consider a request for work experience and the associated requirements.
9. To note the 2026/27 Local Government Pay Settlement and consider any implications for Council employees and the Council's staffing budget.
10. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the consideration of confidential personnel matters.

Confidential Items

- 10.1 To discuss staff welfare
- 10.2 To receive a report on staff sickness / absence
- 10.3 To receive and consider staff appraisals, including any requests or recommendations arising from the appraisals which fall outside the Town Clerk's delegated authority.
- 10.4 To discuss staff training
- 10.5 To consider current and future staffing requirements and workforce planning taking into account the confidential information received under items 11.1 to 11.4.
11. To consider and determine matters arising from the confidential reports and staff appraisals, including current and future staffing requirements and personnel planning, within the Committee's delegated authority.

End