

DRAFT MINUTES

H.R. Committee Meeting 27 May 2026 – 6:00pm Town Hall, Bridge Street, Downham Market, PE38 9DW

Present: Cllr Pegg, Cllr Cain, Cllr Jordan, Cllr Webb, Cllr C. Pyatt, Cllr Daymond

Apologies: Cllr B. Moses (running late, expected to attend)

Public: No members of the public were present.

1. Election of Chair and Vice Chair for 2026/27

Cllr Pegg confirmed willingness to continue as Chair.

Proposed by Cllr. Cain Seconded by Cllr. Daymond

Resolved: Unanimously agreed.

Cllr Heather Cain confirmed willingness to serve as Vice Chair.

Proposed by Cllr. Pegg Seconded by Cllr. Daymond

Resolved: Unanimously agreed.

2. Apologies for Absence

Apologies were received from Cllr B. Moses, who was delayed but intended to join the meeting. Cllr. Moses joined the meeting at 7.15pm.

3. Declarations of Interest / Requests for Dispensations

None declared.

4. Approval of Minutes – H.R. Meetings of 20 April 2026 and 23 April 2026

Proposed by Cllr Daymond, seconded by Cllr Cain. **Resolved: Minutes approved.** It was noted that the minutes of the meeting held on **20 March 2026** had not yet been circulated. **Action:** Cllr Pegg to ensure these are presented at the next H.R. Committee meeting.

5. Public Participation

No members of the public were in attendance.

6. GDPR/Data Protection Policy – Discussion and Actions

Cllr Pegg reported that several GDPR/Data Protection policies had been sourced from various organisations, each containing minor differences.

Action: Cllr Pegg to review and align the documents with current council policies, make necessary amendments, and present a revised version at the next H.R. Committee meeting.

7. H.R. Support Company – Discussion and Actions

The committee discussed options for ongoing H.R. support.

- **MAD HR** is currently supporting the ongoing matter and may remain a suitable option once the situation is resolved.

- **Peninsular** was considered but discounted as their service offer did not meet the council's requirements.
- **CHAG (Council HR and Governance Support)** was identified as a potential alternative provider.

Actions:

- Cllr Pegg to contact **MAD HR** and **CHAG** to request detailed information on their service packages.
- A comparison pack will be prepared for councillors once information is received.
- Findings will be presented at the next full council meeting **for information only**, with no decision to be made until the ongoing investigation concludes.

8. Exclusion of Press and Public

Proposed by Cllr. Jordan Seconded by Cllr. Pegg **Unanimously agreed**

Resolved: That under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the following confidential item.

9. Confidential Item – Staff Matters

10. Out of Confidentiality

The meeting returned to open session.

Meeting Closed

There being no further business, the meeting concluded. Meeting ended at 8pm.