

I give notice of a meeting and summon members to attend a meeting of the HR Committee on Friday 20 March 2026 at 6pm in the Town Hall, Bridge Street, Downham Market PE38 9DW.

Members of the public are welcome to attend this meeting.

Signed - Claire Dornan

Role - Town Clerk

Date of Issue - 13 March 2026

Agenda

- 1. To note apologies for absence.**
- 2. To receive declarations of interest and consider requests for Dispensations.**
- 3. To approve the minutes of the meeting held on 19 February 2026.**
- 4. Public Participation.**
- 5. To review the Disciplinary Policy, receive any updates, and agree any necessary actions.**
- 6. To discuss external HR support and, if appropriate, make recommendations to Full Council.**
- 7. To consider and agree staff call-out arrangements, including minimum call-out payment, travel time, and authorisation procedures.**
- 8. To agree arrangements for the Town Clerk's appraisal, including the appointing of Councillors to undertake the appraisal and the proposed timetable.**
- 9. To resolve that under the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the following item as it concerns personal data.**
- 10. Confidential Item – Subject Access Request**
To consider and agree the Council's response to a Subject Access Request.

End