

MINUTES OF THE MEETING OF DERRY HILL & STUDLEY PARISH COUNCIL HUMAN
RESOURCES COMMITTEE
HELD AT LANSDOWNE HALL, DERRY HILL
THURSDAY 24TH JULY 2025

CALNE WITHOUT COUNCILLOR ATTENDANCE

Present (P): Apologies (A): Did Not Attend (X)

John Barnes	P	Philippa Todd	A	Martin Handyside	P
Claire Williams	P	Andrew Turton	P		

37/25/HR To elect a chairman to the committee

Cllr Williams put herself forward,

It was unanimously resolved to elect Cllr Williams to chair the Human Resources committee.

38/25/HR Apologies

To receive apologies.

Apologies received from Philippa Todd.

It was unanimously resolved to approve the apologies and reasons for absence.

39/25/HR Public participation/ Correspondence

39.1/25/HR Public participation

Opportunity for members of the public to address the Committee.

39.2/25/HR Correspondence

For the Clerk to report any correspondence not circulated.

There was no additional correspondence to note.

40/25/HR. Declarations of Interest

Declarations from Councillors of any disclosable pecuniary interest (Standing Orders 13b) or other interest (Standing Orders 13c) in respect of matters being considered by the Council.

There were no DOI made.

41/25/HR. Chairman Announcements

There were no announcements made.

42/25/HR. Review of Terms of Reference

Recommendation that the Committee note the [Terms of Reference](#)

The following amendments were proposed for the document;

Points 2 .amended to 'at least 4 councillors

Point 5 minutes will be presented for adoption at the next PC meeting.

The clerk will make the amendments for adoption at the next full council meeting.

43/25/HR. Confidential Session - Chairman

Recommendation: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business. By nature of the confidential nature of the items of business to be transacted.

It was unanimously resolved to move into confidential session.

44/25/HR. Appoint committee member to record staff holidays and absence

The committee TOR require a committee member to be appointed to record staff holidays and absence.

A named councillor was appointed to record staff holidays and absence.

45/25/HR. Appoint committee member to complete staff appraisal

The TOR require a committee member to be appointed to complete the staff appraisal.

The clerk and committee discussed the previous method for appraisal and the opportunity to renew the appraisal process.

A named councillor was appointed to complete staff appraisal.

46/25/HR. Review of work hours

To consider the attached report and complete the annual review of the Clerks works hours.

Recommendation; Committee acknowledge report and maintain the clerks working hours at 15 hours per week, working within the flexible working policy adopted on 11th March 2024. With a further recommendation to informally review the working hours in November to see the true impact of the boundary changes and the impact of taking on the editorial role of inspire magazine.

It was unanimously approved to maintain the clerks working hours as existing and review in November.

47/25/HR. Review of training policy and training needs

To note the [training policy](#) and to identify the training needs for the Clerk and Councillors. The Strategic plan states HR Committee will Produce, and update, the training needs for the Clerk and each councillor annually.

Action ; Clerk to keep a record of Cllrs training.

Action ; Cllr John Barnes to send email to all councillors relating to training needs.

48/25/HR. Review of Clerks Grading

Complete the annual Formal review of Clerks Grading. Report and guidance provided for information.

It was resolved to increase the clerks grading by 1 spinal column point from 1st July 2025.

The meeting closed at 20.37