



NAVENBY

At the Heart of
the Lincolnshire
Cliffe Villages

The Venue, Grantham Road, Navenby, Lincoln LN5 0JJ

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Chair: Christine Hall

Clerk: Gail Talton

Tel: 01522 811132

22 October 2026

Notice is hereby given that a meeting of the **HR Committee** will be held on **Thursday 29 October 2026 at 10.30am** in the Parish Office, The Venue, Navenby LN5 0JJ

Gail Talton

Parish Clerk

PUBLIC PARTICIPATION

Prior to the commencement of the meeting there will be a 15 - minute Public Forum when members of the public may ask questions or make short statements to the committee.

A question shall not require a response at the meeting nor start a debate on the question. The chairman may direct that a written or oral response be given.

Members of the public and press are welcome to stay for the meeting but may not participate unless invited to do so by the Chairman.

AGENDA

- 1) To receive and accept apologies, where valid reasons for absence have been submitted to the Clerk prior to the meeting.
- 2) To receive Declarations of Interest in accordance with the Localism Act 2011 and receive Requests for Dispensations.
- 3) To review HR documentation and policies (such as Grievance, Disciplinary, and Terms of Reference) and identify any gaps.
- 4) **CLOSED SESSION.** To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 for the following staffing items on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 5) To review Clerk's first three months in post and discuss what is working well and identify any challenges or areas requiring further support.
- 6) To review staff appraisals, probation reviews, and job descriptions and any support required.
- 7) To agree priorities for developing the Council's HR framework and clarify the respective roles and responsibilities of the Clerk, HR Committee and full Council in relation to HR matters.
- 8) To agree objectives and actions for the next six months.