St Stephen in Brannel Parish Council

E-mail: clerk@ststepheninbrannel-pc.gov.uk
www.ststepheninbrannel-pc.gov.uk
Office 2, Brannel Room
22 Fore Street, St Stephen
St Austell, PL26 7NN
Tel: 01726 823003

20th July 2026

To all Members of St Stephen in Brannel Parish Council

Dear Human Resources Committee Member,

You are hereby summoned to an ordinary meeting of St Stephen in Brannel Parish Council Human Resources Committee to be held in the Brannel Room, 22 Fore Street, St Stephen on Monday 27th July 2026 at **5pm** for the purpose of transacting the business stated in the agenda below.

Yours faithfully,

LCRanger

Linda Ranger, BA (Hons), Fellow SLCC
Clerk & Responsible Finance Officer

Note: St Stephen in Brannel Parish Council have signed the Civility & Respect Pledge agreeing that there is no place for bullying, harassment (including sexual), and intimidation within the sector therefore it is committed to standing up to poor behaviour to support civil and respectful conduct. All meetings will be managed with this Pledge in mind.

Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.

Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), the Council is unable to make any decision on matters not listed within the agenda.

Under the Local Government Act (LGA) 1972 s101, supported by *Regina V Secretary of State for the Environment ex parte London Borough of Hillingdon 1986* case law, no one councillor can make a decision on behalf of the Council.

LOCAL COUNCIL AWARD SCHEME QUALITY

We are a Living Wage Employer

AGENDA

1. **Election of Chairman for 2026/27**

To elect a Committee Chairman for the municipal year 2026/27.

2. **Election of Vice Chairman for the year 2026/27**

To elect a Committee Vice Chairman for the municipal year 2026/27.

3. **Apologies for Absence**

To receive apologies for absence and note apologies not received

4. **Declarations of Interest**

a) Pecuniary Interests: To receive Declarations of Pecuniary Interests as declared on the Register of Interests.
b) Non-registerable Interests: To receive Declarations of Non-registerable Interests.
c) Dispensations: The Clerk will consider and report on any requests for dispensation in line with the Council's Code of Conduct.
d) Gifts & Hospitality: To declare any gifts or hospitality in line with the Council's Code of Conduct

5. **Public Participation1**

To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

6. **Committee Meeting Minutes**

To receive and resolve to adopt the minutes of the Human Resources committee meeting held on Wednesday 29th April 2026 to allow the presiding Chairman to duly sign.

7. **Clerk's Report**

To receive a verbal report from the Clerk on any matters arising from previous minutes, meetings attended by officers and future dates for the diary. For information only.

8. **Parish Councillor's Reports**

To include an update on any meetings attended by Members as representatives of the Parish Council and future dates for the diary. For information only.

9. **Employment Policy & Procedure Review**

To review the following policies and procedures and resolve recommendations to Full Council –

Adoption
Bereaved Partners Paternity Leave
Eye Test
Health & Safety
Leave
Lone Worker
Maternity
Neonatal
Paternity
Safeguarding
Shared Parental Leave
Smoking
Training – Councillors
Training - Staff

[1] Standing Order 3f: Total time allowed will be 15 minutes (limit of 3 minutes per person) which may be varied at the discretion of the Chairman.

10. Health & Safety Audit Panel
To resolve the appointment of two (2) members plus one substitute to the Health & Safety Audit Panel

11. Health & Safety (H&S)
To receive a report from the Clerk on H&S staff related matters and resolve any action required.
To receive the committee and Council H&S checklists and resolve any action required.

12. Civility & Respect Governance Checklist
To receive a report from Cllr Debby Hussey and resolve any action required.

13. Strategic Plan Review
To review the items within the strategic plan under the remit of the committee and to resolve any action required.

14. Mileage & Fuel Rates and Allowances
To note that from 1st April 2026, HM Revenue & Customs (HMRC) changed the approved mileage rates for the tax year 2026/27. To resolve that the Clerk update any relevant policies and documents to reflect the change and that any claims to date be backdated to include the additional amount.

15. Training
To receive details of ICCM Management of Memorials training for five members of staff and resolve any action required.

16. National Conference
To resolve approval of the Clerk and Deputy Clerk's attendance at the National Conference in October 2026 as per the terms of the written statement of particulars at a cost of £715 plus VAT.

17. Confidential Matter(s)
To resolve 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, and that the live streaming and any recording cease, during the consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted –

Staffing Matters

Committee Members:
Cllr Julie Broad
Cllr Anne Hartshorne
Cllr Debby Hussey
Cllr Keith Truscott
Vacancy

Substitutes:
Cllr Steve Oakley
Vacancy