CHANDLER'S FORD PARISH COUNCIL

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Chandler's Ford Parish Council

1 July 2026

Voting Members are summoned to a meeting of the HR Committee on Tuesday 7 July 2026 at 2.00pm Hiltingbury Sportshall, Studio 1.

AGENDA

Public participation – the first 15 minutes are set aside for the public to express a view or ask a question of Members of the committee.

1. Election of Chair of Committee
2. Apologies
3. Declaration of interests
4. To review Delegated Terms of Reference for HR Committee and to agree any proposed amendments.
5. To receive and note the current staffing structure.
6. To receive Guide to April 2026 Employment Law Changes and to note application of statutory changes from 6 April 2026.
7. To agree to undertake DBS checks on all Parish Council staff, if applicable to their role.
8. To review the current Volunteer Allotment Site Representative role description, consider proposed amendments, and to agree any further revisions for inclusion within a revised draft to be presented at the next Committee meeting.
9. **To resolve that, under Public Bodies (Access to Meetings) Act 1960, the public and press be excluded from the meeting due to confidential nature of items to be transacted.**
10. To accept the confidential minutes of the Committee's meeting of 3 March 2026, as approved by Full Council on 23 March 2026.
11. To consider and approve amendments to the current employment contract template to reflect legislative changes introduced by the Employment Rights Act 2025.
12. To discuss and agree specific confidential personnel matters that have arisen.
13. Matters to be taken forward to the Committee's next agenda.
14. Date and time of next meeting – Tuesday 8 September 2026, 2pm at Hiltingbury Sportshall.

Hilary Blaker
Parish Clerk