

LONGDEN PARISH COUNCIL

Minutes of a Meeting of the Human Resources Committee of Longden Parish Council held on Wednesday 21st October 2026 at 10:30am at Longden Village Hall.

Present: Cllr. C. Roberts - Chair
Cllr. P. Carter
Cllr. N Ingham

Also present: Caroline Higgins, Parish Clerk

1HR/2026 Election of Chair - It was unanimously **resolved** that Cllr Catherine Roberts be elected as Chair of the Human Resources Committee.

2HR/2026 Public Question Time and Participation - There were no members of the public present.

3HR/2026 Apologies for absence - None, all present

4HR/2026 Declarations of Interest – The Clerk declared her pecuniary interest in the confidential matters to be discussed.

5HR/2026 Minutes – The minutes of the HR Committee meeting held on 22nd October 2024 were amended to redact confidential information from minutes 9.1 and 10HR/2024. Following amendment, the minutes were approved as a true record and signed by the Chair.

6HR/2026 Exclusion of the Press and Public - In accordance with the Public Bodies, Admission to Meetings Act, it was unanimously **resolved** to exclude the press and public from the meeting by reason of the confidential nature of the business to be transacted.

7HR/2026 Performance and Development Appraisal

The committee reviewed the Clerk's self-assessment form and agreed objectives for the year. The Committee extended their thanks to the Clerk for her hard work during the previous two years.

8HR/2026 Review of core hours and additional hours for Neighbourhood Plan administration -

8.1 It was **RESOLVED** to recommend the additional hours for the Neighbourhood Plan administration continue to be paid.

8.2 It was **RESOLVED** to recommend a payment for eight additional hours worked in September relating to the visit from the planning consultant.

8.3 It was agreed the HR committee shall be notified by the Clerk should additional hours exceed four hours in any one month.

9HR/2026 Pay Review –

9.1 The Committee **RESOLVED** to recommend a revised salary scale point on the National Scale within the LC2 Substantive benchmark range

9.2 The Committee RESOLVED to review the roles and responsibilities of the Clerk within the year to determine whether a scale point in the LC2 Above substantive benchmark range is appropriate.

9.3 The Committee RESOLVED to review the level of employer pension contributions made by the Council at the next annual appraisal

9.4 The Committee RESOLVED to recommend that the mileage rate payable be aligned to the HMRC tax free mileage allowance of 55p per mile.

10HR/2024 Budget Recommendation – It was RESOLVED to include the revised salary and mileage rates in the budget recommendation

The meeting closed at 12:00pm

Signed..... Date
Chairman